



SF-424

Two-Tier Application Guide

A guide developed and maintained by HRSA for preparing and submitting two-tier applications through Grants.gov AND the Electronic Handbooks (EHB) to HRSA using the SF-424 Application Package

Updated August, 2015

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1. INTRODUCTION

1.1. About HRSA

HRSA's mission is to improve health and achieve health equity through access to quality services, a skilled health workforce and innovative programs. HRSA provides access to essential health care services for people who are low-income, uninsured, or live in rural areas or urban neighborhoods where access to or availability of health care is limited. HRSA provides leadership and financial support to health care providers in every state and U.S. territory.

HRSA-funded health centers provide medical care to more than 20 million patients each year at more than 8,500 sites nationwide. HRSA awardees provide health care to uninsured people, people living with HIV/AIDS, and pregnant women, mothers and children. They train health professionals and improve systems of care in rural communities.

HRSA oversees organ, bone marrow and cord blood donation. It supports programs that compensate individuals harmed by vaccination and maintains databases that protect against health care malpractice and health care waste, fraud and abuse. For more information please visit our website at <http://www.hrsa.gov>.

1.2. Document Purpose and Scope

The purpose of this document is to provide detailed instructions to help applicants and awardees prepare and submit [two-tier new](#), [competing continuation](#), and [competing supplement](#) applications electronically to HRSA through Grants.gov **and** the HRSA Electronic Handbook (EHB), as specified in the funding opportunity announcement (FOA). This *SF-424 Two-Tier Application Guide* is specific to funding opportunity announcements using the Application for Federal Assistance SF-424** application package **for applicants that are required to submit initial information electronically through Grants.gov, and subsequent information through the EHB**. This *Guide* is intended to be a concise source of HRSA general information related to the application preparation and submission process and will be updated periodically. This document does not replace program-specific guidance provided in FOAs. This document also does not replace the [Health and Human Services Grants Policy Statement \(HHS GPS\)](#), which serves as the comprehensive source of grant information across the Department

Note: As of October 1, 2010 current awardees are no longer required to submit a full application to determine eligibility for funding of a successive budget period within their approved project period. Instead, awardees only need to submit the streamlined [Non-Competing Continuation \(NCC\) Progress Report](#) for continued funding of the next budget period. For details and user guides, please visit <http://www.hrsa.gov/grants/noncompetingcontinuations/index.html>.

** Applicants applying for Research or Training awards that require the SF-424 Two-Tier Research and Related (R&R) application package should refer to [HRSA's SF-424 R&R Two-Tier Application Guide](#) for guidance.

1.3. Document Version Control

This document is periodically updated and maintained by HRSA's Office of Federal Assistance Management, Division of Grants Policy.

1.4. Summary of Significant Changes

5/14/15: Various updates/requirements per the Uniform Guidance including: [Mandatory Disclosure](#), [Classification of Costs](#).

1/12/15: Various updates made as related to the General Provisions of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235), including updates in the [Salary Limitation](#) section.

7/22/14: [DOMA: Implementation of United States v. Windsor and Federal Recognition of Same-Sex Spouses/Marriages](#)

2. POLICIES, ASSURANCES, DEFINITIONS AND OTHER INFORMATION

2.1. HHS Grants Policy Statement

HRSA [grant](#) and [cooperative agreement](#) awards are subject to the requirements of the HHS GPS that are applicable based on recipient type and purpose of award. This includes any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.hrsa.gov/grants/hhsgrantspolicy.pdf>. The general [terms and conditions](#) in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the [NoA](#)).

2.2. Administrative and National Policy Requirements

Effective December 26, 2014, all administrative and audit requirements and the cost principles that govern federal monies associated with an application and award will be subject to the Uniform Guidance [2 CFR part 200](#) as codified by HHS at [45 CFR part 75](#), which supersede the previous administrative and audit requirements and cost principles.

Successful applicants are required to comply with the administrative requirements outlined in [45 CFR part 75 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards](#).

In addition to the numerous administrative and national policy requirements imposed by regulation and by the [HHS GPS](#), HRSA stresses the following terms of every award:

Accessibility Provisions and Non-discrimination Requirements

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age and, in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see <http://www.hhs.gov/ocr/civilrights/resources/laws/revisedlep.html>. The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please see <http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html>; and <http://www.hhs.gov/ocr/civilrights/understanding/index.html>. Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see <http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html>. Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at <http://www.hhs.gov/ocr/office/about/rgn-hqaddresses.html> or call 1-800-368-1019 or TDD 1-800-537-7697. Also note it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at <http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.

Acknowledgment of Federal Funding

HRSA requires recipients to use the following acknowledgement and disclaimer on all products produced by HRSA funds:

"This project is/was supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number and title for grant amount (specify grant number, title, total award amount and percentage financed with nongovernmental sources). This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government."

Recipients are required to use this language when issuing statements, press releases, requests for proposals, bid solicitations, and other HRSA supported publications and forums describing projects or programs funded in whole or in part with HRSA funding. Examples of HRSA-supported publications include, but are not limited to, manuals, toolkits, resource guides, case studies and issues briefs.

Affordable Care Act Outreach and Education

It is important to note that a healthier country is one in which more Americans are able to access the care they need to prevent the onset of disease and manage disease when it is present. Insurance coverage is strongly related to better health outcomes for both children and adults. Access to insurance improves health outcomes by helping people obtain preventive and screening services, prescription drug benefits, mental health and other services, and by improving continuity of care.

The Affordable Care Act, the health care law of 2010, creates new state-based marketplaces, also known as exchanges, to offer millions of Americans new access to affordable health insurance coverage. Individuals with incomes between 100 to 400 percent FPL may be eligible to receive advance payments of premium tax credits and/or cost-sharing reductions to help pay for the cost of enrolling in a qualified health insurance plan and paying for coverage of essential health benefits. In states that choose to participate in the Affordable Care Act expansion of Medicaid to non-disabled adults with incomes of up to 133 percent of Federal Poverty Level (FPL), this provision will provide new coverage options for many individuals who were previously ineligible for Medicaid. In addition, the law helps make prevention affordable and accessible for Americans by requiring health plans to cover certain recommended preventive services without cost sharing.

Outreach efforts would ensure that families and communities understand these new developments and would provide eligible individuals the assistance they need to secure and retain coverage as smoothly as possible during the transition and beyond. You are encouraged to share information with your beneficiaries about these options and to assist them, to the extent it is an appropriate activity under your award, in enrolling in available insurance plans or in finding other available sources of payment for the services you provide.

To learn more about the Health Insurance Marketplace and enroll in coverage, visit HealthCare.gov. Awardees should direct individuals, families, and partners to HealthCare.gov to access educational information and create accounts, complete an online application, shop for qualified health plans, and enroll in coverage. The site is also available in Spanish at CuidadoSalud.gov (<https://www.cuidadodesalud.gov/es/>).

A wide range of enrollment and education assistance is available. Individuals can go to localhelp.healthcare.gov to find a trained in-person assistor in their community, use the live chat function on HealthCare.gov, or contact the Health Insurance Marketplace call center toll free at 1-800-318-2596 (TTY 1-855-889-4325), which is available 24/7 in 150 languages.

For more information on the marketplaces and the health care law, visit <http://www.healthcare.gov/>. In addition, for professionals learning about the Marketplace and helping people apply, get the latest resources at <http://marketplace.cms.gov/>."

Cultural and Linguistic Competence

HRSA programs serve culturally and linguistically diverse communities and multiple cultures. Although race and ethnicity are often thought to be dominant elements of culture, HRSA-funded programs embrace a broader definition to incorporate diversity within specific cultural groups including, but not limited to, cultural uniqueness within Native American populations, Native Hawaiian, Pacific Islanders, and other ethnic groups, language, gender, socio-economic status, sexual orientation and gender identity, physical and mental capacity, age, religion, housing status, and regional differences. Organizational behaviors, practices, attitudes, and policies across all HRSA-supported entities respect and respond to the cultural diversity of communities, clients and students served. HRSA is committed to ensuring access to quality health care for all. Quality care means access to services, information, materials delivered by competent providers in a manner that factors in the language needs, cultural richness, and diversity of populations served. Quality also means that, where appropriate, data collection instruments used should adhere to culturally competent and linguistically appropriate norms. For additional information and guidance, refer to the National Standards for Culturally and Linguistically

Appropriate Services in Health Care (CLAS) published by HHS and available online at <http://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53> as well as the free online training resources on <https://www.thinkculturalhealth.hhs.gov/>. Additional cultural/linguistic competency and health literacy tools, resources and definitions are available online at <http://www.hrsa.gov/culturalcompetence> and <http://www.hrsa.gov/healthliteracy>.

DOMA: Implementation of United States v. Windsor and Federal Recognition of Same-Sex Spouses/Marriages

References: United States v. Windsor, 133 S.Ct. 2675 (June 26, 2013); § 3 of the Defense of Marriage Act, codified at 1 USC § 7.

The following applies to **all HRSA grant programs except:**

- block grants governed by 45 CFR part 96,
- block grants governed by 45 CFR part 98, and
- grant awards made under titles IV-A, XIX and XXI of the Social Security Act.

A standard term and condition of award will be included in the final Notice of Award (NoA) that states: "In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By "same-sex spouses," HHS means individuals of the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "same-sex marriages," HHS means marriages between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage. By "marriage," HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage."

Health IT

Health information technology (Health IT) provides the basis for improving the overall quality, safety and efficiency of the health delivery system. HRSA endorses the widespread and consistent use of health IT, which is the most promising tool for making health care services more accessible, efficient and cost effective for all Americans.

Related Health IT Resources:

- [Health Information Technology \(HHS\): http://www.healthit.gov/](http://www.healthit.gov/)
- [What is Health Care Quality and Who Decides? \(AHRQ\): http://www.ahrq.gov](http://www.ahrq.gov)

Healthy People 2020

Healthy People 2020 is a national initiative led by HHS that sets priorities for all HRSA programs. The initiative has four overarching goals: (1) attain high-quality, longer lives free of preventable disease, disability, injury, and premature death; (2) achieve health equity, eliminate disparities, and improve the health of all groups; (3) create social and physical environments that promote good health for all; and (4) promote quality of life, healthy development, and

healthy behaviors across all life stages. The program consists of over 40 topic areas, containing measurable objectives. HRSA has actively participated in the work groups of all the topic areas and is committed to the achievement of the Healthy People 2020 goals. More information about Healthy People 2020 may be found online at <http://www.healthypeople.gov/>.

Integrating Primary Care and Public Health

Integration of primary care and public health links people, policy, programs and activities to increase efficiency and effectiveness and ultimately improve population health. Both primary care and public health emphasize prevention as a key driver of better health, and integration of the two fields can transform our focus on disease and treatment to health and wellness, as well as maximize our health care system investment. Integration occurs on a continuum and includes mutual awareness, cooperation, collaboration and partnership. Successful integration requires primary care and public health to work together along this continuum and address social and environmental determinants of health, engage communities, align leadership, develop the healthcare workforce, sustain systems, and share and collaborate on the use of data and analysis – all with an eye toward achieving a shared goal of population health improvement. Integration of primary care and public health is a major focus for HRSA and HHS, and to the extent possible, applicants should consider ways to integrate primary care and public health in the activities they pursue. More information can be found at <http://www.hrsa.gov/publichealth/>.

Mandatory Disclosures

The [non-federal entity](#) or applicant for a federal award must disclose, in a timely manner, in writing to the HHS awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in §75.371, including suspension or debarment. (See also 2 CFR parts 180 and 376, and 31 U.S.C. 3321).

National HIV/AIDS Strategy (NHAS)

The National HIV/AIDS Strategy (NHAS) has three primary goals: (1) reducing the number of people who become infected with HIV; (2) increasing access to care and optimizing health outcomes for people living with HIV; and (3) reducing HIV-related health disparities. The NHAS states that more must be done to ensure that new prevention methods are identified and that prevention resources are more strategically deployed. Further, the NHAS recognizes the importance of early entrance into care for people living with HIV to protect their health and reduce their potential of transmitting the virus to others. HIV disproportionately affects people who have less access to prevention, care and treatment services and, as a result, often have poorer health outcomes. Therefore, the NHAS advocates adopting community-level approaches to identify people who are HIV-positive but do not know their serostatus and reduce stigma and discrimination against people living with HIV.

For Organizations That Provide Direct Services:

HIV Testing

The National HIV/AIDS Strategy establishes a specific goal of increasing the percentage of people living with HIV that know their status from 79 to 90 percent by 2015. To more effectively meet the goals of the NHAS, including reducing the number of new infections, HRSA encourages that, to the extent possible, programs provide HIV testing and linkage to care for all persons 13 – 64 years of age in all health care settings. Prior to HIV testing the patient needs to be notified and may decline (i.e., opt-out screening). This opt-out screening can effectively identify those who are unaware of their HIV status and get them linked to care.

Both the Centers for Disease Control and Prevention (CDC) and the U.S. Preventive Services Task Force (USPSTF) recommendations encourage routine HIV screening for all adolescents and adults, including pregnant women.

The proportion of HIV-infected individuals who know their status has increased in recent years, demonstrating progress toward reaching NHAS goals. Yet, approximately 18% of infected individuals remain unaware of their status and thus are not benefiting from antiretroviral treatment. Receiving HIV clinical care and treatment has the added value of serving as an HIV prevention strategy, as individuals in care whose virus is fully suppressed are highly unlikely to transmit HIV infection to others.

HRSA programs providing direct services should comply with federally-approved guidelines and recommendations for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines). Resources for more information are available at:

- U.S. Preventive Services Task Force: Screening for HIV Current Recommendations: <http://www.uspreventiveservicestaskforce.org>
- Revised Recommendations for HIV Testing of Adults, Adolescents, and Pregnant Women in Health-Care Settings: <http://cdc.gov/mmwr/preview/mmwrhtml/rr5514a1.htm>
- Office of National AIDS Policy: National HIV/AIDS Strategy <http://www.whitehouse.gov/administration/eop/onap/nhas>

For Organizations That Do Not Provide Direct Services:

HIV Testing

The National HIV/AIDS Strategy establishes a specific goal of increasing the percentage of people living with HIV that know their status from 79 to 90 percent by 2015. To more effectively meet the goals of the NHAS, including reducing the number of new infections; HRSA is recommending that, to the extent possible programs provide HIV testing and linkage to care information for all persons 13 – 64 years of age in all health care settings.

Both the Centers for Disease Control and Prevention (CDC) and the U.S. Preventive Services Task Force (USPSTF) recommendations encourage routine HIV screening for all adolescents and adults, including pregnant women.

The proportion of HIV-infected individuals who know their status has increased in recent years, demonstrating progress toward reaching NHAS goals. Yet, approximately 18% of infected individuals remain unaware of their status and thus are not benefiting from

antiretroviral treatment. Receiving HIV clinical care and treatment has the added value of serving as an HIV prevention strategy, as individuals in care whose virus is fully suppressed are highly unlikely to transmit HIV infection to others.

HRSA programs providing direct services should comply with federally-approved guidelines and recommendations for HIV Prevention and Treatment (see <http://www.aidsinfo.nih.gov/Guidelines/Default.aspx> as a reliable source for current guidelines).

Resources for more information are available at:

- U.S. Preventive Services Task Force: Screening for HIV Current Recommendations: <http://www.uspreventiveservicestaskforce.org>
- Revised Recommendations for HIV Testing of Adults, Adolescents, and Pregnant Women in Health-Care Settings: <http://cdc.gov/mmwr/preview/mmwrhtml/rr5514a1.htm>
- Office of National AIDS Policy: National HIV/AIDS Strategy <http://www.whitehouse.gov/administration/eop/nap/nhas>

Pilot Program for Enhancement of Contractor Employee Whistleblower Protections

Awards issued under HRSA FOAs are subject to the requirements of [48 CFR §3.908](#). A standard term and condition of award requires that grantees inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712 in the predominant native language of the workforce. (Regarding 48 CFR §3.908, note that use of the term “contract,” “contractor,” “subcontract,” or “subcontractor” for the purpose of this term and condition, should read as “grant,” “grantee,” “subgrant,” or “subgrantee.”)

Smoke-Free Workplace

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law (P.L.) 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

Standards for Financial Management

Recipients are required to meet the standards and requirements for financial management systems set forth in [45 CFR part 75](#). The financial systems must enable the recipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient to compare actual expenditures or outlays with the approved budget for the award.

HRSA funds must retain their award-specific identity—they may not be commingled with state funds or other federal funds. [“Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds for any expenditure.]

See “Financial Management” in the [HHS GPS](#) for additional information.

Trafficking in Persons

Awards issued under HRSA [FOAs](#) are subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.hrsa.gov/grants/trafficking.html>.

NOTE: The signature of the AOR on the application serves as the required certification of compliance for the applicant organization regarding the administrative and national policy requirements.

2.3. Compliance Requirements at a Glance

For reference, the chart below provides compliance requirements by recipient and requirement type.

Compliance Requirements at a Glance			
Recipient Type	Administrative Requirements	Cost Principles	Audit Requirements
State, Local, & Tribal Governments	45 CFR part 75	45 CFR 75; Subpart E	45 CFR 75; Subpart F
Colleges & Universities			
Non-Profits			
Hospitals		45 CFR part 75, Appendix IX	
For-Profits		48 CFR Subpart 31.2 (FAR 31.2)	45 CFR part 75 except where the HHS awarding agency determines that the application of these subparts would be inconsistent with the international obligations of the United States or the statutes or regulations of a foreign government.
Foreign		As stated above for each awardee type	

2.4. Assurances and Certifications

Complete Application Form SF-424B Assurances – Non-Construction Programs.

Complete the Certification Regarding Lobbying and Disclosure of Lobbying Activities Forms provided with the application package.

2.5. References

About HRSA

<http://www.hrsa.gov/about/index.html>

Grants.gov Applicant User Guide

<http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf/ce754626-c2aa-44bc-b701-30a75bf428c8>

How to Apply for a Grant

<http://www.hrsa.gov/grants/apply/index.html>

Tips for Preparing Grant Proposals

<http://www.hhs.gov/asfr/ogapa/aboutog/apptips.html>

System for Award Management (SAM) – <https://www.sam.gov>

2.6. Definitions

Term	Definition
508 Compliant	Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-220), August 7, 1998 requires that all Web site content be equally accessible to people with disabilities. This applies to Web applications, Web pages and all attached files. It applies to intranet as well as public-facing Web pages. For more information, visit: http://www.hrsa.gov/about/508Resources.html .
Administrative Requirements	The general practices that are common to the administration of federal awards, such as financial accountability, reporting, equipment management, and retention of records.
Allocable Cost	A cost that is allocable to a particular cost objective (i.e., a specific function, grant/cooperative agreement project, service, department, or other activity) in accordance with the relative benefits received. A cost is allocable to a federal award where it is treated consistently with other costs incurred for the same purpose in like circumstances and (1) is incurred specifically for the award, (2) benefits both the award and other work and can be distributed in reasonable proportion to the benefits received, and (3) is necessary for the overall operation of the organization.

Allowable Cost	A cost incurred by a recipient that is reasonable for the performance of the award; allocable; in conformance with any limitations or exclusions set forth in the federal cost principles applicable to the organization incurring the cost or in the NoA as to the type or amount of cost; consistent with regulations, policies, and procedures of the recipient that are applied uniformly to both federally supported and other activities of the organization; accorded consistent treatment as a direct or indirect cost ; determined in accordance with generally accepted accounting principles; and not included as a cost in any other federally supported award (unless specifically authorized by statute).
Assurance	A written statement by an applicant, normally included with the application, indicating that it will abide by a particular requirement if an award is made.
Authorized Organization Representative (AOR)	An AOR is a role in Grants.gov. AORs are the individuals named by the applicant/recipient organization, who are authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to applications or awards. AORs are approved by the organization's E-Business Point of Contact and are authorized and designated to submit applications through Grants.gov on behalf of an organization.
Authorizing Official (AO)	An Authorizing Official is a role in the HRSA Electronic Handbooks (EHB). In the event that an application or portion of an application is to be submitted through the EHB (IF indicated in the FOA), this individual is responsible for certifying and submitting it to HRSA.
Award	The document that provides HRSA funds to a recipient to carry out an approved program or project (based on an approved application or progress report). The term, when used as a noun, is sometimes used interchangeably with "grant" or "cooperative agreement."
Budget Periods	The intervals of time (usually 12 months each) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as "incremental funding."
Chief Grants Management Officer (CGMO)	The CGMO is HRSA's representative on federal award policy directives and award administration matters.
Competing Continuation Application	A request for funding to renew, by one or more additional budget periods (described as a "competitive segment"), a project period that would otherwise expire. This type of application is sometimes referred to as "renewal." These applications must compete for support in the same manner as new applications. ("Type 2" award)
Competing Supplement Application	A request in response to an FOA for an increase in support in a current budget period for expansion of the scope of the approved project or program. ("Type 3" award)
Cooperative	A legal instrument of financial assistance used when there will be

Agreement	substantial federal programmatic involvement. Substantial involvement means that HRSA program staff will collaborate or participate in project or program activities as specified in the FOA and NoA . See full definition at 45 CFR § 75.2 Definitions .
Cost Principles	The government-wide principles, issued by OMB (or, in the case of commercial organizations, the Federal Acquisition Regulation, or in the case of hospitals, 45 CFR part 74, Appendix E , “Principles For Determining Costs Applicable to Research and Development Under Grants and Contracts With Hospitals”), on allowability and unallowability of costs under federally sponsored agreements.
Cost Sharing	The portion of project costs not paid by federal funds (unless otherwise authorized by federal statute). This may include the value of allowable third party in-kind contributions, as well as expenditures by the recipient. Costs used to satisfy matching or cost-sharing requirements are subject to the same policies governing allowability as other costs under the approved budget.
DUNS Number	Data Universal Numbering System (DUNS) number, is a nine-digit number established and assigned by Dun and Bradstreet to currently uniquely identify a business entity.
Equipment	An article of tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$5,000.
Executive Order 12372 (Intergovernmental Review of Federal Programs)	The source of the requirement that state and local officials review certain proposed federal financial assistance. For those states that participate in the process, a single state official or organization is designated for coordination of the review process and to send official state process comments and recommendations to federal agencies. These state officials or organizations are referred to as State Single Points of Contact. (45 CFR part 100, “Intergovernmental Review of Department of Health and Human Services Programs and Activities is the HHS implementation of the Executive order.)
Federal Award Identification Number (FAIN)	The FAIN is a unique number assigned to each federal award by the awarding agency (aka “grant number” it’s the 10-digit number found in box 4b of the Notice of Award). This number is used on all award documents. Pass-through entities are required to inform subrecipients of this number and associated requirements of use.
Funding Opportunity Announcement (FOA)	HRSA’s formally issued announcement of the availability of federal funding through one of its financial assistance programs. The announcement invites applications and provides such information as eligibility and evaluation criteria, funding preferences/priorities, how to obtain the application package, and submission deadlines.
Funding Preference	The funding of a specific category or group of applications ahead of other categories or groups of applications that are recommended for

	approval. If the authorizing legislation provides a funding preference for some applicants, applicants that meet the criteria for the preference will be placed in a more competitive position among applications that can be funded. Applications that do not receive a Funding Preference will be given full and equitable consideration during the review process.
Funding Priority	The favorable adjustment of combined review scores of individually approved applications when applications meet specified criteria. An adjustment is made by a set, pre-determined number of points.
Funding Special Consideration	The enhancement of priority scores by objective reviewers based on the extent to which the application addresses areas of concern in a discretionary program.
Grant	A legal instrument of financial assistance between a federal awarding agency or pass-through entity and a non-federal entity that, consistent with 31 U.S.C. 6302, 6304, is used to enter into a relationship the principal purpose of which is to transfer anything of value from the federal awarding agency or pass-through entity to the non-federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the federal awarding agency or pass-through entity's direct benefit or use. A grant is used whenever HRSA anticipates no substantial programmatic involvement with the recipient during performance of the financially assisted activities. See full definition at 45 CFR § 75.2 Definitions .
Grants Management Officer (GMO)	<p>The GMO is the official whose name appears on the NoA and is the individual designated to serve as the HHS official responsible for the business and non-programmatic management aspects of a particular grant(s) or cooperative agreement(s). In this capacity, the GMO is responsible for all federal business management matters associated with the review, negotiation, award, and administration of the assigned grants/cooperative agreements and interprets federal award administration policies and provisions. The Grants Management Officer also serves as the counterpart to the business officer of the recipient organization.</p> <p>The GMO is the only official authorized to obligate HRSA to the expenditure of federal funds or to change the funding, duration, or other terms and conditions of an award.</p>
Grants Management Specialist (GMS)	The GMS works with the GMO on the day-to-day business and nonprogrammatic management of a portfolio of HRSA grants and cooperative agreements. The GMS performs many of the activities described above on behalf of the GMO and is usually the primary point of contact for recipients when dealing with award-related issues. He/she also works closely with the federal project officer (PO) or program official aka program contact (PC).

Indirect Cost Rate	The rate negotiated by the cognizant federal agency that is used as the basis for reimbursing indirect costs. The rate may be applicable to an entire organization, on-site activities or off-site activities only, a particular site, or specified activities. The rate must be effective for the period for which reimbursement is claimed. Rates may be fixed, predetermined, provisional, or final, consistent with the applicable federal cost principles.
Indirect Cost Rate Agreement	The document that formalizes the establishment of an indirect cost rate(s) and provides information on the proper application of the rate(s).
Indirect Costs	Costs incurred for common or joint objectives which cannot be readily and specifically identified with a particular project or program but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For some institutions, the term “facilities and administration” (F&A) is used to denote indirect costs. Reminder: Indirect costs should be calculated within the total requested costs.
Letter of Intent	A preliminary, non-binding indication of an organization’s intent to submit an application.
Local Government	Any unit of government within a state, including a county, borough, municipality, city, town, township, parish, local public authority (including any public housing agency under the United States Housing Act of 1937), school district, special district, intrastate district, council of governments (whether or not incorporated as a nonprofit corporation under state law), and any other agency or instrumentality of a multi-, regional, or intra-state or local government. The term does not include institutions of higher education and hospitals.
Matching	See Cost Sharing .
Maintenance of Effort	A requirement contained in the authorizing statute or program regulations stating that, in order to receive federal funds, a recipient must agree to maintain a specified level of financial effort (using a specified baseline period, such as the year prior to the initiation of federal award support) for the award from its own resources and other non-federal sources.
Modified Total Direct Cost (MTDC)	*Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

	*This definition applies to rate agreements negotiated on/after 12/27/2014 and to entities without an indirect cost rate agreement using the 10% de minimis rate.
New Application	A request for financial assistance for a project or activity that is not currently receiving award support. A new application is required for consideration under a competitive FOA.
Non-Competing Continuation	Funding for the second or subsequent budget period within an approved competitive project period that is released following submission and HRSA approval of a progress report. A non-competing continuation application does not compete with other applications for support. For details and user guides, please visit http://www.hrsa.gov/grants/noncompetingcontinuations/index.html .
Non-Federal Entity	Non-federal entity means a state, local government, Indian tribe, institution of higher education (IHE), or non-profit organization that carries out a federal award as a recipient or subrecipient.
Non-profit Organization	Any corporation, trust, association, cooperative, or other organization, not including IHEs, that: is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization.
Notice of Award (NoA)	The NoA is the official document, signed (or the electronic equivalent of signature) by a GMO that: (1) notifies the recipient of the award of a grant or cooperative agreement; (2) contains or references all the terms and conditions of the grant and federal funding limits and obligations; and, (3) provides the documentary basis for recording the obligation of federal funds in the HRSA accounting system.
Objective Review	An advisory review of discretionary award applications conducted by unbiased reviewers with expertise in the programmatic area for which applications are submitted.
Pre-Award Costs	Costs incurred prior to the beginning date of the project period, in anticipation of an award and at the applicant's own risk, for otherwise allowable costs.
Program Contact (PC)	HRSA staff person listed in the FOA to answer programmatic questions.
Progress Report	Periodic, usually annual, reports submitted by the recipient and used by HRSA to assess progress and, except for the final progress report, to determine whether to provide funding for the budget period subsequent to that covered by the report.
Project Officer / Program Official (PO)	The PO is the HRSA official responsible for the programmatic, scientific, and/or technical aspects of assigned applications and grants/cooperative agreements. The PO's responsibilities include, but are not limited to, development of programs to meet HRSA's mission; preparation of FOAs, provision of programmatic technical assistance; post-award monitoring of project/program performance, including review of progress reports and making site visits; and other

	activities complementary to those of the GMS. The PO and the GMS work as a team in many of these activities. For the purposes of this document, the PO may also be referred to as the program contact (PC).
Project or Program Costs	The total allowable costs incurred under a federal award and all required cost sharing and voluntary committed cost sharing, including third-party contributions.
Project Period	The total time for which support of a project has been programmatically approved. The total project period comprises the initial competitive segment, any subsequent competitive segments resulting from a competing continuation award, and any non-competing extensions. Project periods are comprised of 12-month budget periods .
Reasonable Cost	A cost whose nature or amount does not exceed that which would be incurred by a prudent person under the circumstances prevailing when the decision was made to incur the cost.
Recipient	The organization or individual that receives a grant or cooperative agreement award directly from HRSA and is responsible and accountable for the use of the funds provided and for the performance of the HRSA supported project or activity. The recipient is the entire legal entity even if a particular component is designated in the NoA . The term includes “awardee” and “awardee.” The term recipient does not include subrecipients.
Research	<p>A systematic study directed toward fuller scientific knowledge or understanding of the subject studied. “Development” is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes.</p> <p>NOTE: Applicants applying for research grants and using the SF-424 R&R should refer to the Application Guide for SF-424 R&R (Research) for guidance.</p>
Research Misconduct	Fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that research is not accurately represented in the research record. Plagiarism is the appropriation of another person’s ideas, processes, results, or words without giving appropriate credit. The term does not include honest error or differences of opinion

State Government	Unless otherwise defined in programmatic statute, any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments . State institutions of higher education and state hospitals are not considered state governments for purposes of the HHS general administrative requirements for grants and the HHS GPS.
Subaward	An award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. The term includes consortium agreements.
Subrecipient	A non-federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency.
Substantive Programmatic Work	The primary project activities for which award support is provided.
Supplies	Personal property other than equipment , intangible property, and debt instruments. The category of “supplies” includes items that could be considered equipment, but do not meet the threshold definition.
System for Award Management (SAM)	The System for Award Management (SAM) replaced the Central Contractor Registration (CCR) (as of July 30, 2012) and is the central government repository for organizations working with the Federal Government.
Tangible Property	Equipment , supplies, and any other property other than that defined as intangible property. It also does not include copyrights, patents, and other intellectual property that is generated or developed (rather than acquired) under an award.
Terms and Conditions of Award	All legal requirements imposed on an award by HRSA, whether based on statute, regulation, policy, or other document referenced in the NoA , or specified by the NoA itself. In addition to general terms and conditions, the NoA may include other conditions that are considered necessary to attain the award’s objectives, facilitate post-award administration, conserve grant funds, or otherwise protect the Federal Government’s interests
Third-Party In-Kind Contributions	The value of non-cash contributions (<i>i.e.</i> , property or services) that benefit a federally assisted project or program and are contributed by non-federal third parties, without charge, to a non-federal entity under a federal award. In-kind contributions may be in the form of real property, equipment , supplies and other expendable property, and

	goods and services directly benefiting and specifically identifiable to the project or program.
Total Project or Program Costs	The total allowable costs (inclusive of direct and indirect costs) incurred by the recipient to carry out a grant-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement.
Training Project	A type of discretionary award support designed to provide student or staff training in techniques pertaining to research or the delivery of certain services. NOTE: Applicants applying for Training grants and using the SF-424 R&R should refer to the Application Guide for SF-424 R&R for guidance .
Two-tier	Describes certain HRSA applications where the initial application submission is through Grants.gov (first tier or Step 1) and the supplemental information submission is through the EHB (second tier or Step 2). Submission of EHB information is always completed AFTER Grants.gov submission (refer to FOA for specific guidance and dates).
Type 1	Brand new HRSA award. Part of a coding system used by HRSA to make distinctions between awards. The award type is the first digit of the "Award No." as indicated in Box 4a of the Notice of Award (NoA) . Also see Competing Continuation (Type 2 award) and Competing Supplement (Type 3 award).
Unique Entity Identifier	Unique Entity Identifier is currently the Duns and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is the unique entity identification number in use at HRSA. The DUNS number is required information for applicants and recipients in order to complete and maintain their registration in the System for Award Management (SAM). The Uniform Guidance references at 2 CFR § 25.315 – which describes the use of the DUNS number by federal award applicants and recipients.

This list is not all-inclusive. Please refer to [45 CFR § 75.2 Definitions](#).

2.7. Acronyms

AO	Authorizing Official
AOR	Authorized Organization Representative
BHW	Bureau of Health Workforce
BPHC	Bureau of Primary Health Care

CCR	Central Contractor Registration (now defunct)
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CGMO	Chief Grants Management Officer
CLAS	Culturally and Linguistically Appropriate Services
DCA	Division of Cost Allocation
DSO	Digital Services Operation
DUNS	Data Universal Numbering System
E-Biz POC	E-Business Point of Contact
EHBs	Electronic Handbooks
EIN	Employer Identification Number
EO	Executive Order
FAIN	Federal Award Identification Number
FAQ	Frequently Asked Questions
FAR	Federal Acquisition Regulation
FFATA	Federal Funding Accountability and Transparency Act
FOA	Funding Opportunity Announcement
FORHP	Federal Office of Rural Health Policy
FY	Fiscal Year
F&A	Facilities and Administration
GMO	Grants Management Officer
GMS	Grants Management Specialist
GPS	Grants Policy Statement
HAB	HIV/AIDS Bureau
HHS	Health and Human Services
HRSA	Health Resources and Services Administration
HSB	Healthcare Systems Bureau
IE	Internet Explorer
MCHB	Maternal and Child Health Bureau
MPIN	Marketing Partner ID Number
MTDC	Modified Total Direct Cost
NCC	Noncompeting Continuation
NHAS	National HIV/AIDS Strategy
NoA	Notice of Award
OFAM	Office of Federal Assistance Management
OMB	Office of Management and Budget
ORO	Office of Regional Operations
OS	Operating System
PC	Program Contact
PD	Project Director
P.L.	Public Law
PMS	Payment Management System
PO	Project Officer / Program Official
POC	Point of Contact
R&R	Research and Related
SAM	System for Award Management
SF	Standard Form
SPOC	Single Point of Contact
TA	Technical Assistance

TIN

Tax Identification Number

3. REGISTERING AND APPLYING THROUGH GRANTS.GOV

Under the [two-tier](#) system, HRSA **requires** applicants for FOAs to initially apply electronically through Grants.gov. Information on validating and/or completing an application in the EHB is provided in Section 4 of this Guide.

HRSA suggests submitting applications to Grants.gov at least three days before the deadline to allow for any unforeseen circumstances.

Applicants are responsible for reading and complying with the Grants.gov Applicant User Guide, available at: <http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf>. A short video on how to Register, Find and Apply on the Grants.gov web site is available at <http://www.youtube.com/watch?v=8HLLFoOoVGQY>.

Grants.gov requires registration by the applicant organization and an annual update to the registration information. If you do not complete the registration and update it annually, you will not be able to submit an application.

A five-step registration process must be completed by every organization wishing to apply for a HRSA grant opportunity. The process will take anywhere from five business days to one month. **First-time applicants, or those considering applying in the future, should register immediately.** Registration with Grants.gov provides the representatives from the organization with the required credentials necessary to submit an application.

3.1. REGISTER – Applicant Organizations Must Obtain a DUNS Number and Register with SAM and Grants.gov (if not already registered)

If an applicant/awardee organization has already completed Grants.gov registration for HRSA or another federal agency, confirm that it is still active and that the [Authorized Organization Representative \(AOR\)](#) has been approved, then skip to the next section.

The Grants.gov registration process requires information in three separate systems:

- Dun and Bradstreet (<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>)
- System for Award Management (SAM) (<https://www.sam.gov>)
- Grants.gov (<http://www.grants.gov/>)

Applicants will not be able to successfully submit an application or accept an award without an active and accurate information in each system.

Registration information provided in these systems is verified among the Internal Revenue System, SAM, and Grants.gov. Therefore, registration information must be consistent in each of the three systems and must be updated annually in SAM. **If you do not complete the registration and update it annually, you will not be able to submit an application in Grants.gov and you will not be eligible for a deadline extension.**

For applicant organizations needing to register with Grants.gov, detailed registration information can be found on Grants.gov under the APPLICANTS tab as Applicant Resources: Organization Registration (<http://www.grants.gov/web/grants/applicants/organization-registration.html>). These instructions will walk you through the following five basic registration steps:

Step 1: Obtain a Data Universal Numbering System (DUNS) Number

A DUNS number is a unique nine-digit number that identifies an organization. It has been adopted by the Federal Government to help track how federal grant money is distributed. Ask your grant administrator or Chief Financial Officer to provide your organization's DUNS Number. An organization may have more than one DUNS Number, so ensure consistent use of the appropriate organizational DUNS Number in SAM and Grants.gov. If your organization does not have a DUNS Number, you may request one online at <http://fedgov.dnb.com/webform> or call the Dun & Bradstreet hotline at 1-800-705-5711 (for the U.S. and U.S. Virgin Islands) or 1-800-234-3867 (for Puerto Rico) to receive one free of charge. Once you have completed the registration, your DUNS Number will be available the same day. Note: a missing or incorrect DUNS number is the primary reason for applications being "Rejected for Errors" by Grants.gov.

Step 2: Register with the System for Award Management (SAM)

The System for Award Management (SAM) replaced the Central Contractor Registration (CCR) (as of July 30, 2012) and is the central government repository for organizations working with the Federal Government.

In SAM, you must designate the organization's E-Business Point of Contact (E-Biz POC) who will create the organization's Marketing Partner ID Number (MPIN) password. The E-Biz POC will use the MPIN to designate [AORs](#) through Grants.gov.

Active SAM registration is a pre-requisite to the successful submission of grant applications!

Applicants should monitor the following items:

- When does the SAM account expire?
- Who is the E-Business point of contact (E-Biz POC)? Is this person still with the organization?
- Does the organization need to complete the annual renewal of SAM registration?

To learn more about SAM, please visit <https://www.sam.gov>. View the SAM Video Tutorial for New Applicants created by the General Services Administration at <http://www.youtube.com/watch?v=mmHckKCchaiY>. For help using SAM, contact the Service Desk at <http://www.FSD.gov>.

Note: SAM information must be updated at least every 12 months to remain active (for both awardees and sub-recipients). Annual updates take a minimum of one business day to take effect in Grants.gov. Grants.gov will reject submissions from applicants with expired registrations. Do not wait until the last minute to register in SAM. As stated in the SAM Quick Start Guide for Grant Registrations (https://www.sam.gov/sam/transcript/Quick_Guide_for_Grants_Registrations.pdf): "Please give yourself plenty of time before your grant application submission deadline. Allow up to 7-10

business days after you submit before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information.” The SAM registration must be active before you can proceed to step 3. Therefore, ***check for active registration well before the application deadline.***

Applicants that fail to allow ample time to complete registration with SAM or Grants.gov will not be eligible for a deadline extension or waiver of the electronic submission requirement.

Check to see if your organization is already registered at the SAM Web site. If your organization is not registered, identify the primary contact who should register your organization. Visit the SAM Web site at <http://www.sam.gov> to register online or call 1-888-606-8220 to register by phone. SAM registration must be renewed annually. Before registering, applicants and recipients should review the SAM User Guide at [https://www.sam.gov/sam/transcript/System for Award Management v3.0.pdf](https://www.sam.gov/sam/transcript/System%20for%20Award%20Management%20v3.0.pdf). If after having registered in SAM, you experience any registration problems, you can get help from the Federal Service Desk at <https://www.fsd.gov>.

You must designate the organization’s E-Biz POC who will create the organization’s Marketing Partner ID Number (MPIN) password. The E-Biz POC will use the MPIN to designate [AORs](#) through Grants.gov.

If your organization is registered in SAM, ensure that you renew your SAM registration yearly. If SAM registration expires, you will not be able to apply for or receive funding.

Step 3: Creating a Grants.gov Username & Password

- After the SAM registration is complete, return to Grants.gov to establish an [Authorized Organization Representative \(AOR\)](#). Only an AOR is authorized to submit grant applications for your organization.
- AORs must create a short profile and obtain a username and password from the Grants.gov Credential Provider.
- AORs will only be authorized for the [DUNS](#) number registered in the Grants.gov profile.

Step 4: AOR Authorization

- The E-Biz POC uses the DUNS number and MPIN to authorize your AOR status.
- Only the E-Biz POC may authorize AORs.
- Only approved/authorized AORs may submit on behalf of an organization.
- AORs that have not been approved by the E-Biz POC will not be able to submit applications through Grants.gov.

Step 5: Track AOR Status

- Using your username and password from Step 3, go to Grants.gov under Applicant Login to check your AOR status at <https://apply07.grants.gov/apply/login.faces>.

Allow for extra time if an applicant does not have a Tax Identification Number (TIN) or Employer Identification Number (EIN). SAM validates the EIN against Internal Revenue Service records, a step that will take an additional one to five business days.

Additional assistance with the registration process is available at Grants.gov under ORGANIZATION REGISTRATION at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. In addition, under APPLICANT RESOURCES at <http://www.grants.gov/web/grants/applicants/applicant-resources.html> a variety of support options are available including FAQs, Glossary, and Applicant User Guides & Checklists, Training, General Support, and Technical Support.

Please direct questions regarding Grants.gov registration to the Grants.gov Call Center at 1-800-518-4726 (International callers, please dial 606-545-5035). Call Center hours of operation are 24 hours a day, 7 days a week, excluding federal holidays. When contacting Grants.gov you should always obtain a case number. You may also receive assistance via email at support@grants.gov or access the Grants.gov Self-Service Web Portal at <https://grants-portal.psc.gov/Welcome.aspx>.

- **NOTE:** It is HIGHLY recommended that this registration process is completed at least TWO WEEKS prior to the submittal date of your organization's first Grants.gov submission.

3.2. APPLY - Apply through Grants.gov

Grants.gov includes a simple, unified application process to enable applicants to apply for grants online. The information applicants need to register and submit their applications online can be found at Grants.gov under the APPLICANTS *tab* under *Apply for Grants* (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>). The site also contains an *Applicant User Guide* at <http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf>

The application will be one of three announcement types indicated on the cover of the FOA: new, competing continuation, or competing supplement. All competing applications are initially submitted electronically to HRSA through Grants.gov using the Application for Federal Assistance SF-424 form.**

** Applicants applying for Research or Training awards that require the SF-424 Two-Tier Research and Related (R&R) application package should refer to HRSA's SF-424 R&R Two-Tier Application Guide for guidance.

3.2.1. Find Funding Opportunity

If you are submitting a competing application, you may search for the announcement in Grants.gov by clicking the SEARCH GRANTS tab (<http://www.grants.gov/web/grants/search-grants.html>), entering the FOA number and then selecting the announcement for which you wish to apply. Refer to the FOA for eligibility criteria.

If you are an existing awardee and are submitting a competing continuation or competing supplement application, search for the announcement under the APPLICANTS tab under *Apply for Grants* (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>). Enter the announcement number provided in the field, Funding Opportunity Number. (Example announcement number: HRSA-16-001.)

3.2.2. Download Application Package

Download the application package and instructions. Application packages are posted in Adobe Reader format. To ensure that you can view the application package and instructions, you should download and install the Adobe Reader application. The application package will be saved to your computer, completed offline, and then uploaded to Grants.gov at the time of submission.

For more information on using Adobe Reader, refer to [Section 9.1.2.](#)

- **NOTE:** Please review the system requirements for Adobe Reader at <http://www.grants.gov/web/grants/support/technical-support/recommended-software.htm>.

3.2.3. Complete the Grant Application Package

Complete [Step 1](#), the Grants.gov portion of the application using both the built-in instructions and the instructions provided in the [FOA](#). You may complete the application offline – you are not required to be connected to the Internet. Ensure that you save a copy of the application on your computer. For assistance with program guidance related questions, please contact the Program Contact (PC) listed in Section VII of the FOA. For assistance with budget or other administrative related questions, please contact the [Grants Management Specialist \(GMS\)](#) listed in Section VII of the FOA.

- **NOTE:** Awardees with [competing continuations](#) and [competing supplements](#) should provide their 10-digit grant number [box 4b from the [NoA](#)] in the Federal Award Identifier field (box 5b in SF-424).

3.2.4. Submit a Completed Application Package

Once you have downloaded the application package, completed all required forms, and attached all required documents—click the “Check Package for Errors” button and make any necessary corrections.

- In Adobe Reader, click on the “Save and Submit” button when you have done all of the above and are ready to send your completed application to Grants.gov.

Review the provided application summary to confirm that the application will be submitted to the program for which you wish to apply. **If you submit an application to the wrong announcement number, you must apply to the correct announcement number on or before the posted deadline.** To submit, the AOR must login to Grants.gov and enter their username and password. Note: the same [DUNS number](#), AOR username, and password must be used to complete and submit your application. Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov Tracking Number will be provided on this screen (GRANTXXXXX). Please record this number so that you may refer to it for all subsequent help.

Please direct questions regarding application submission to the Grants.gov Call Center at 1-800-518-4726 (International callers, please dial 606-545-5035). Grants.gov Call Center hours of operation are 24 hours a day, 7 days a week, excluding federal holidays.

- **NOTE:** The AOR must be connected to the Internet and must have a Grants.gov username and password associated with the correct [DUNS number](#) in order to submit the application package.

3.2.5. Verify Status of Application in Grants.gov

Once Grants.gov has received your submission, Grants.gov will send email messages to the Project Director (PD), [Authorized Organizational Representative \(AOR\)](#), and the Point of Contact (POC) listed in the application advising of the progress of the application through the system. You will receive up to four emails. The first will confirm receipt of your application by the Grants.gov system (“Received”), and the second will indicate that the application has either been successfully validated (“Validated”) by the system prior to transmission to the grantor agency or has been rejected due to errors (“Rejected with Errors”). **An application for HRSA funding must be both received and validated by Grants.gov by the application deadline.**

Upon submission, Grants.gov will attempt to validate the application. This validation ensures that the AOR has submitted the application and that all required standard forms are complete and have the correct type of information in them. Grants.gov will also validate that the applicant’s SAM registration is current. Grants.gov will not validate application content, attachments, page limit, or applicant eligibility.

If your application is rejected due to an error, you must correct the application and resubmit it to Grants.gov before the posted deadline. The full verification process may take hours to days; therefore, applicants need to allow plenty of time. If you are unable to resubmit because the opportunity has since closed, you must follow the instructions in [Section 3.6](#) to request a waiver.

Applicants can check the status of an application(s) any time after submission by logging into Grants.gov and clicking on the *Track My Application* link on the left side of the page (<https://apply07.grants.gov/apply/checkApplStatus.faces>). This link will also be included in the confirmation email received from Grants.gov.

If there are no errors, the application will be downloaded by HRSA. Upon successful download to HRSA, the status of the application will change to “Received by Agency” and the contacts listed in the application will receive a third email from Grants.gov. Once your application is received by HRSA, it will be processed to ensure that the application is submitted for the correct funding announcement, with the correct grant number (if applicable), and applicant/awardee organization. Upon this processing, which is expected to take up to two to three business days, HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to “Agency Tracking Number Assigned.” You will receive the fourth email in which Grants.gov will provide the Agency Tracking Number. Record the Agency Tracking Number and use it for all correspondence with HRSA.

3.3. Receipt Acknowledgement

In summary, upon receipt of an application, Grants.gov will send a series of email messages to document the progress of an application through the system.

- 1) The first will confirm receipt in the system;

- 2) The second will indicate whether the application has been successfully validated or has been rejected due to errors;
- 3) The third will be sent when the application has been successfully downloaded at HRSA; and
- 4) The fourth will notify the applicant of the Agency Tracking Number assigned to the application.

If you are trying to track your application and you have not received any emails from [Grants.gov](https://www.grants.gov), be sure to check your spam folder. Sometimes the emails from [Grants.gov](https://www.grants.gov) are blocked by your email service.

After successful submission in Grants.gov ([Step 1](#)) and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and the requirements for the Project Director and Authorizing Official to review and submit additional information in the HRSA's EHB ([Step 2](#)). Your application will not be considered compliant and complete unless you review and submit the additional information in HRSA's EHB by the due date.

Notifications from HRSA EHB are expected to go out within 7 business days from the date of submission. If you do not receive notification that your application has been successfully received, please contact the HRSA Call Center at 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 p.m. ET or email callcenter@hrsa.gov. Please have your Grants.gov tracking number available.

3.4. Tracking Your Application

It is incumbent on the applicant to track their application by using the Grants.gov tracking number (GRANTXXXXXXXX) provided in the confirmation email from Grants.gov. More information about tracking an application can be found at <http://www.grants.gov/web/grants/applicants/track-my-application.html>. Be sure the application is validated by Grants.gov (under the correct funding opportunity number) prior to the application deadline.

3.5. Late Applications

Applications which do not meet the criteria as outlined in Section IV of the FOA will be considered late applications and will not be considered in the current competition.

3.6. Requesting a Waiver from the Electronic Submission Requirement

HRSA **requires** applicants for competing FOAs to apply electronically through Grants.gov and have the application validated under the correct funding opportunity number on or before the deadline date and time. The registration and application process protects applicants against fraud and ensures that only authorized representatives from an organization can submit an application. Applicants are responsible for maintaining these registrations, which should be completed well in advance of submitting an application. All applicants **must** submit in this

manner unless they obtain a written exemption from this requirement, within five calendar days of the opportunity's closing date, by the Director of HRSA's Division of Grants Policy.

Applicants must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. If requesting a waiver from the electronic submission requirements, include the following in the e-mail request: the HRSA announcement number for which the organization is seeking relief; the organization's name, address, and telephone number; the organization's [DUNS number](#); the name, address, and telephone number of the PD; as well as the Grants.gov Tracking Number (GRANTXXXXXXXX) assigned to the submission along with a copy of the "Rejected with Errors" notification as received from Grants.gov, if applicable. If case numbers were given from calling Grants.gov, please include those as well. HRSA's Division of Grants Policy is the only office authorized to grant waivers.

HRSA and its Digital Services Operation (DSO) will only accept paper applications from applicants that received prior written approval. However, the application must still be validated by the deadline. Suggestion: submit application to Grants.gov at least three days before the deadline to allow for any unforeseen circumstances.

HRSA is very strict on adhering to application deadlines and electronic submission requirements. Deadline extensions will not be granted for Grants.gov verification errors, last-minute registration, or submission errors on the part of the applicant. The [CGMO](#) or designee may consider an extension of published deadlines or allowance of a submission outside of the Grants.gov system, when justified by circumstances such as natural disasters (e.g., floods or hurricanes), other disruptions of services, such as a prolonged blackout, or in the rare event of a validated technical issue on the side of the government that prevented applicants from applying before the deadline. The [CGMO](#) or designee will determine the affected geographical area(s).

4. VALIDATING AND/OR COMPLETING AN APPLICATION IN THE HRSA ELECTRONIC HANDBOOKS (EHB)

4.1. Register - Project Director and Authorizing Official Must Register with HRSA EHB

To access an application in HRSA EHB, organizations must register within the EHB. The purpose of the registration process is to collect consistent information from all applicants and allow for the unique identification of each system user.

- **Registration within HRSA EHB is required only once for each applicant.**
- **HRSA EHB allows a single user to be associated with more than one organization.**

Registration within HRSA EHB is a two-step process. In the first step, individual users from an organization who participate in the application process must create **individual** system accounts. In the second step, the users must associate themselves with the appropriate awardee organization. **To find your organization's record, use the DUNS number associated with the application submitted in Grants.gov.**

To complete the HRSA EHB registration:

1. Create Individual User Accounts: Identify your role in the grants management process. HRSA EHB offer the following three functional roles for individuals from applicant/awardee organizations:

- Authorizing Official (AO),
- Business Official (BO), and
- Other Employee (for Project Directors, assistant staff, AO designees and others).

For more information on functional responsibilities, refer to the [HRSA EHB online help](#).

2. Associate user with Applicant Organization: Locate the DUNS number from the application SF-424 submitted through Grants.gov. You must use this number to find your organization during registration. All individuals from the organization working on the application must use the same DUNS number to ensure correct registration.

Registration with HRSA EHB is independent of Grants.gov registration.

For assistance in registering with HRSA EHB, call the HRSA Contact Center at 1-877-464-4772 or TTY: 877-897-9910, Monday through Friday (except federal holidays) between 9:00 am to 5:30 p.m. ET or email callcenter@hrsa.gov.

For BPHC grant opportunities, assistance with submitting information in HRSA EHB is available Monday through Friday, 8:30 a.m. to 5:30 p.m. ET, excluding federal holidays: BPHC Helpline 1-877-974-2742 or e-mail BPHCHelpline@hrsa.gov.

- **IMPORTANT:** You must use your HRSA EHB Tracking Number or your 10-digit grant number (box 4b from NoA) to identify your organization.

4.2. Verify Status of Application

HRSA will send an email to the PD, AO, POC, and the BO (listed on the submitted application) to confirm that the application was successfully received.

- **NOTE:** Applicants should check HRSA EHB within two to three business days after submission through Grants.gov for availability of your application.

4.3. Validate Grants.gov Application in the HRSA EHB

The EHB includes a validation process to ensure that only authorized individuals from an organization are able to access the organization's competing applications. The first user who seeks access to any competing application will need to provide the following information:

Data Element	Source	Example
Announcement Number	From submitted Grants.gov application	HRSA-FY-XXX
Grants.gov Tracking Number	From submitted Grants.gov application	GRANTXXXXXXXXX
HRSA EHB Application Tracking Number	From email notification sent to PD, AO, BO, and POC listed on application.	123456

Note that the source of each data element is different and knowledge of the three numbers together is considered sufficient to provide that individual access to the application.

To validate the Grants.gov application, log in to the EHB and click on the *View Applications* link and then click on the *Add Grants.Gov Application* link. (This is only visible for grant applications that require supplemental forms.)

You will now need to complete a form using the numbers specified in the table above to validate your Grants.gov application.

- **NOTE:** The first individual who completes this step should use the “Peer Access” feature to share the application with other individuals from the organization. It is recommended that the AO complete this step.

4.4. Manage Access to the Application

You must be registered in HRSA EHB to access the application. To ensure that only authorized individuals from the organization gain access to the application, you must follow the process described above.

The individual who validated the application must use the “Peer Access” feature to share this application with other individuals from the organization. This is required if you wish to allow multiple individuals to work on the application in HRSA EHB.

Once you have access to EHB for your specific application, use the appropriate link under the deliverables section to access your grant application.

4.5. Check Validation Errors

HRSA EHB will validate the application received through Grants.gov. All validation errors are recorded and displayed to the applicant. To view the validation errors use the *Grants.gov Data Validation Comments* link on the application status page in HRSA EHB.

4.6. Fix Errors and Complete Application

Applicants must review the errors in HRSA EHB and make necessary corrections. Applicants must also complete the detailed budget and other required forms in HRSA EHB and assign an

AO who must be a registered user in the HRSA EHB. HRSA EHB will show the status of each form in the application package and the status of all forms must be “Complete” in the summary page before the HRSA EHB will allow the application to be submitted.

4.7. Submit Application in HRSA EHB

4.7.1. Competing Applications Submitted Using Both Grants.gov and HRSA EHB

After the Grants.gov application is pulled into EHB and validated, the AO verifies the pending application in HRSA EHB, and fixes any validation errors. Supplemental application forms are completed. The application must then be submitted by the AO assigned to the application within HRSA EHB. (The designee of the AO can also submit the application.) The completed application must be submitted to HRSA by the due dates listed within the FOA.

- **NOTE:** You must submit the application by the due date listed within the FOA. There are two deadlines within the announcement – one for submission within Grants.gov and the second for submission within HRSA EHB. **You may not complete the EHB portion if the Grants.gov deadline is not met.**

Performance Measures for Competitive Applications – Some HRSA FOAs include specific data forms and require performance measure reporting. If the completion of performance measure information is indicated in the FOA, successful applicants receiving grant funds will be required, within 30 days of the Notice of Award (NoA) to register in EHB and electronically complete the program specific data forms that appear in this announcement. This requires the provision of budget breakdowns in the financial forms based on the grant award amount, the project abstract and other grant summary data, and objectives for the performance measures.

5. GENERAL INSTRUCTIONS FOR APPLICATION SUBMISSION

HRSA **requires all** applicants responding to an FOA to apply electronically through Grants.gov. Applicants must download the Standard Form 424 (SF-424) application package associated with the funding opportunity following the directions provided at [Grants.gov](https://www.grants.gov).

The following instructions are applicable to all submissions unless otherwise noted in the relevant FOA. Failure to follow the instructions may make your application non-responsive. Non-responsive applications will not be given any consideration and the particular applicants will be notified. It is mandatory to follow the instructions provided to ensure that your application can be printed efficiently and consistently for review.

5.1. Instructions for Completing the SF-424 for two-tier applications

i. Application Face Page

Complete Application Form SF-424 form provided with the application package. Prepare according to instructions provided in the form itself.

Important note for applicants using SF-424:

- Enter the name of the **Project Director** in 8. f. "Name and contact information of person to be contacted on matters involving this application." If, for any reason, the PD will be out of the office, please ensure the email Out of Office Assistant is set so HRSA will be aware if any issues arise with the application and a timely response is required.
- Enter the amount requested during the first budget period in item 18 a.

DUNS Number

All applicant organizations (and [subrecipients](#) of HRSA award funds) are required to have a [DUNS number](#) in order to apply for a grant or [cooperative agreement](#) from the Federal Government. Please include the DUNS number in form SF-424 (item 8c on the application face page). Applications **will not** be reviewed without a DUNS number. Note: A missing or incorrect DUNS number is the number one reason for applications being "Rejected for Errors" by Grants.gov. HRSA will not extend the deadline for applications with a missing or incorrect DUNS number. Applicants should take care in entering the correct DUNS number in the application.

Additionally, the applicant organization (and any subrecipient of HRSA award funds) is required to register annually with SAM in order to conduct electronic business with the Federal Government. SAM registration must be maintained with current, accurate information at all times during which an entity has an active award or an application or plan under consideration by HRSA. It is extremely important to verify that the applicant organization SAM registration is active and the Marketing Partner ID Number (MPIN) is current. Organizations will not be able to submit an application or accept an award if SAM registration is not complete and accurate. Information about registering with SAM can be found at <https://www.sam.gov>.

CFDA Number

The Catalog of Federal Domestic Assistance (CFDA) Number, as listed on the cover of the FOA, is prepopulated in box 11 of the form.

ii. Intergovernmental Review (Executive Order (EO) 12372)

If an FOA is subject to [EO 12372](#), "Intergovernmental Review of Federal Programs," or not it will be stated in Section IV.5. Intergovernmental Review of the FOA. Please refer to #19 on the SF-424.

If intergovernmental review applies, the following language will appear in the FOA:

PROGRAM NAME is a program subject to the provisions of Executive Order (EO) 12372, as implemented by 45 CFR part 100. See Executive Order 12372 in the [HHS Grants Policy Statement](#).

EO12372 allows states the option of setting up a system for reviewing applications from within their states for assistance under certain federal programs. Information on states that have chosen to set up such a review system and corresponding State Points of Contact may be obtained from the following Web site: http://www.whitehouse.gov/omb/grants_spoc.

All applicants other than federally recognized Native American Tribes or Tribal Organizations should contact their SPOC as early as possible to alert them to the prospective applications and receive any necessary instructions on the state's process used under this EO.

iii. Table of Contents

The application should be presented in the order of the Table of Contents provided in [Section 4.3](#) of this *SF-424 Application Guide*. Again, for electronic applications no table of contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit.)

iv. Budget

Note: the directions here differ from those offered by Grants.gov. Please follow the instructions included in the program-specific FOA and the instructions below when completing the project budget forms.

Reminder: The Total Project or Program Costs are the total allowable costs (inclusive of direct **and** indirect costs) incurred by the recipient to carry out a HRSA-supported project or activity. Total project or program costs include costs charged to the award and costs borne by the recipient to satisfy a matching or cost-sharing requirement as applicable.

Classification of Costs:

There is no universal rule for classifying certain costs as either direct or indirect (F&A) under every accounting system. A cost may be direct with respect to some specific service or function, but indirect with respect to the federal award or other final cost objective. Therefore, it is essential that each item of cost incurred for the same purpose be treated consistently in like circumstances either as a direct or an indirect (F&A) cost in order to avoid possible double-charging of federal awards. Guidelines for determining direct and indirect (F&A) costs charged to federal awards are provided in 45 CFR part 75, subpart E.

For multi-year non-construction projects:

Please complete Sections A – F of the SF-424A Budget Information – Non-Construction Programs form included with the application kit for each year of the project period. The [budget period](#) is for ONE year. However, the applicant **must** submit one-year budgets for each of the subsequent budget periods within the requested project period at the time of application. In Section A use rows 1 - 4 to provide the budget amounts for the first four years of the project. Please enter the amounts in the "New or Revised Budget" column- not the "Estimated Unobligated Funds" column. In Section B 6. Object Class Categories of the SF-424A, provide the object class category breakdown (i.e., line item budget) for each year of the project period specified in Section A. In Section B, use column (1) to provide category amounts for Year 1 and use columns (2) through (4), if applicable, for subsequent budget years. If applicable for year 5, please submit a copy of Section B of the SF-424A as an Attachment (specific attachment number will be listed in the FOA- **not** counted in the page limit).

Section C – Non-Federal Resources: complete **only if** Section III. 2. [Cost Sharing/Matching](#) of the FOA indicates that cost sharing/matching is required. Lines 8-11 correspond to the first four years of the project. If applicable for year 5, please submit a copy of Section C of the SF-424A as an Attachment (specific attachment number will be listed in the FOA).

Section D – Forecasted Cash Needs: If no [cost sharing/matching](#) is required, complete only line 13. Federal, the first column titled “Total for 1st Year.” If cost sharing/matching is required, please complete all three lines 13. Federal, 14. Non-Federal and 15. Total (Sum of lines 13 and 14), the first column titled “Total for 1st Year.”

Section E – Budget Estimates of Federal Funds Needed for Balance of the Project: Complete line 16. of the Future Funding Periods columns for the outyears, with (b) *First* being the 2nd year, (c) *Second* being the 3rd year, etc.

Section F – Other Budget Information
 Complete as appropriate.

If the FOA notes that the program is subject to the General Provisions of P.L. 113-235, the following Salary Limitation applies:

Salary Limitation:

The General Provisions in Division G, § 203, of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235), includes provisions for a salary rate limitation. The law limits the salary amount that may be awarded and charged to HRSA grants and cooperative agreements. Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$183,300. This amount reflects an individual’s base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to [subawards](#)/subcontracts under a HRSA grant or cooperative agreement. Note that these or other salary limitations will apply in FY 2016, as required by law.

As an example of the application of this limitation: If an individual’s base salary is \$255,000 per year plus fringe benefits of 25% (\$63,750) and that individual is devoting 50% of their time to this award, their base salary should be adjusted to \$183,300 plus fringe of 25% (\$22,912.50) and a total of \$ 114,562.50 may be included in the project budget and charged to the award for salary/fringe benefits for that individual. See the breakdown below:

Individual’s <i>actual</i> base full time salary: \$255,000 50% of time will be devoted to project	
Direct salary	\$127,500
Fringe (25% of salary)	\$31,875
Total	\$159,375
Amount that may be claimed on the application budget due to the legislative salary limitation: Individual’s base full time salary <i>adjusted</i> to Executive Level II: \$183,300 50% of time will be devoted to the project	

Direct salary	\$91,650
Fringe (25% of salary)	\$22,912.50
Total amount	\$114,562.50

Funding Restrictions (in general)

Applicants may request no more than the ceiling amount listed in Section II.2. Summary of Funding and Section IV.6. Funding Restrictions of the FOA. Awards to support projects will be contingent upon Congressional appropriation, satisfactory progress in meeting the project's objectives, and a determination that funding would be in the best interest of the Federal Government.

The governing [cost principles](#) address selected items of cost. The FOA specifies unallowable costs that apply to each funding opportunity. The following list of unallowable costs is not intended to be all-inclusive. The cost principles should be consulted for the complete explanation of the allowability or unallowability of costs they address. For the full list of cost principles refer to [Section 2.3 "Compliance Requirements at a Glance"](#) to see which cost principles apply to your organization and refer to [Subpart E – Cost Principles at 45 CFR part 75](#). The allowability of costs under individual HRSA awards also may be governed by requirements specified in the program legislation, regulations, or the specific [terms and conditions](#) of the award, which will take precedence over the general information provided here.

Item	Description
Advertising and Public Relations	Conditionally allowable. See 45 CFR § 75.421 for details.
Advisory Councils	Costs incurred by advisory councils or committees are unallowable unless authorized by statute, the HHS awarding agency or as an indirect cost where allocable to federal awards. See 45 CFR § 75.444, applicable to states, local governments and Indian Tribes.
Alcoholic Beverages	Unallowable as an entertainment expense.
Bad Debts	Unallowable.
Entertainment Costs	Conditionally unallowable. This includes the cost of amusements, social activities, and related incidental costs. 45 CFR § 75.438 clarifies when entertainment costs may be charged to a federal award with prior approval.
Fundraising Costs	Unallowable.
Honoraria	Unallowable when the primary intent is to confer distinction on, or to symbolize respect, esteem, or admiration for, the recipient of the honorarium. A payment for services rendered, such as a speaker's fee under a conference grant, is allowable.
Invention, Patent, or Licensing Costs	Unallowable as a direct cost unless specifically authorized in the NoA . May be allowable as indirect costs provided they are authorized under applicable cost principles and are included in the negotiation of indirect cost rates . Such costs include licensing or

	option fees, attorney's fees for preparing or submitting patent applications, and fees paid to the U.S. Patent and Trademark Office for patent application, patent maintenance, or recordation of patent-related information.
Lobbying	Generally unallowable, including costs of lobbying activities to influence the introduction, enactment, or modification of legislation by the U.S. Congress or a state legislature. Under certain circumstances, as provided in the applicable cost principles, costs associated with activities that might otherwise be considered "lobbying" that are directly related to the performance of a grant/cooperative agreement may be allowable. The recipient should obtain an advance understanding with the GMS if it intends to engage in these activities. See " Restriction on Lobbying " below and at 45 CFR § 75.450 for additional descriptions and examples of prohibited activities.
Meals	<p>Generally unallowable except for the following:</p> <ul style="list-style-type: none"> • Subjects and patients under study • Where specifically approved as part of the project or program activity, e.g., in programs providing children's services • When an organization customarily provides meals to employees working beyond the normal workday, as a part of a formal compensation arrangement • As part of a per diem or subsistence allowance provided in conjunction with allowable travel • Under a conference grant, when meals are a necessary and integral part of a conference, provided that meal costs are not duplicated in participants' per diem or subsistence allowances. <p>Guest meals are not allowable. (See "Consumer/Provider Board Participation" in the HHS GPS regarding the allowability of the cost of meals for consumer and provider board participants in federal award-supported activities.)</p>
Pre-award Costs	<p>Costs incurred prior to the effective date of the sponsored agreement, whether or not they would have been allowable thereunder if incurred after such date, are unallowable unless approved by the federal agency or authorized under expanded authority.</p> <p>Where authorized by the sponsoring agency as an expanded authority, a recipient may, at its own risk and without sponsoring agency prior approval, incur obligations and expenditures to cover costs up to (and including) 90 days before the beginning date of the initial budget period of a new or competing continuation award if such costs</p>

	<ul style="list-style-type: none"> • are necessary to conduct the project or program, and • would be allowable under the grant or cooperative agreement, if awarded. <p>However, even if authorized as an expanded authority, if a specific expenditure would otherwise require prior approval, the cost or activity must meet the same tests of allowability as if incurred after award.</p> <p>If not authorized as part of expanded authorities, the applicant/recipient must seek sponsoring agency prior approval before incurring pre-award costs. Sponsoring agency prior approval is required for any costs to be incurred more than 90 days before the beginning date of the initial budget period of a new or competing continuation award.</p>
Promotional Items (SWAG)	Promotional items and memorabilia (e.g., pencils, cups, t-shirts, cookbooks, bags, etc.), gifts, and souvenirs designed to promote the recipient's organization are unallowable as advertising/public relations costs.

Funding Restrictions: If the FOA notes that the program is subject to the General Provisions of P.L. 113-235, the following applies:

Restriction on Lobbying

Per Division G, Title V, Section 503 of the Consolidated and Further Continuing Appropriations Act, 2015 (P.L. 113-235), (a) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any state or local legislature or legislative body, except in presentation to the Congress or any state or local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government, except in presentation to the executive branch of any state or local government itself. (b) No part of any appropriation contained in this Act or transferred pursuant to section 4002 of Public Law 111-148 shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive Order proposed or pending before the Congress or any [state government](#), state legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government. (c) The prohibitions in subsections (a) and (b) shall include any activity to advocate or promote any proposed, pending or future federal, state or local tax increase, or any proposed, pending, or future requirement or restriction on any legal consumer product, including its sale or marketing, including but not limited to the advocacy or promotion of gun control.

Restriction on Distribution of Sterile Needles or Syringes

Per Division G, Title V, Section 521 of the Consolidated and Continuing Further Appropriations Act, 2015 (P.L. 113-235), no funds appropriated in this Act shall be used to carry out any program of distributing sterile needles or syringes for the hypodermic injection of any illegal drug.

v. Budget Justification Narrative

Provide a budget narrative that explains the amounts requested for each line of the budget in Section B. 6. Object Class Categories. The budget narrative should specifically describe how each item will support the achievement of proposed objectives. Be very careful about showing how each item in the “other” category is justified. For subsequent budget years, the narrative should highlight the changes from year one or clearly indicate that there are no substantive budget changes during the project period. Do NOT use the budget narrative to expand the project narrative.

Budget for Multi-Year Award (project periods vary, maximum of five years)

FOAs invite applications for project periods of one to up to five years. Generally, awards, on a competitive basis, will be for a one-year [budget period](#); although the project period may be up to five years. Submission and HRSA approval of the [Progress Report](#)(s) and any other required submission or reports is the basis for the budget period renewal and release of subsequent year funds. Funding beyond the one-year budget period but within the multi-year project period is subject to availability of funds, satisfactory progress of the awardee, and a determination that continued funding would be in the best interest of the Federal Government.

In addition to requirements included in the program-specific FOA, include the following in the Budget Justification narrative:

Personnel Costs: Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percentage of full-time equivalency, and annual salary. If the FOA notes that the program is subject to the General Provisions of P.L. 113-235, the following applies: Award funds may not be used to pay the salary of an individual at a rate in excess of Executive Level II or \$183,300. An individual's base salary, per se, is NOT constrained by the legislative provision for a limitation of salary. The rate limitation simply limits the amount that may be awarded and charged to HRSA grants and cooperative agreements. Please provide an individual's actual base salary if it exceeds the cap. See the sample below.

Sample:

Name	Position Title	% of FTE	Annual Salary	Amount Requested
J. Smith	Chief Executive Officer	50	\$183,300*	\$ 91,650
R. Doe	Nurse Practitioner	100	\$75,950	\$75,950
D. Jones	Data/AP Specialist	25	\$33,000	\$8,250

*Actual annual salary = \$255,000

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plans, and tuition reimbursement. The fringe benefits should be directly proportional to that portion

of personnel costs that are allocated for the project. If the FOA notes that the program is subject to the General Provisions of P.L. 113-235, the following applies: If an individual's base salary exceeds the legislative salary cap (i.e., \$183,300), adjust fringe proportionally.

Equipment: List equipment costs and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of items that meet the definition of equipment (a unit cost of \$5,000 or more and a useful life of one or more years). For example, items like computers and furniture.

Travel: List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. Include travel expenses (e.g., airfare, lodging, parking, per diem, etc.) for each person and trip associated with participating in meetings and other proposed trainings or workshops. Name the traveler(s) if possible, describe the purpose of the travel, provide number of trips involved, the destinations, and the number of individuals for whom funds are requested.

Supplies: List the items that the project will use to implement the proposed project. In this category, separate items into three categories: office supplies (e.g., paper, pencils), medical supplies (e.g., syringes, blood tubes, gloves), and educational supplies (e.g., brochures, videos). Remember, they must be listed separately.

Per Subpart D 2 CFR § 200.314 (as codified by HHS at 45 CFR § 75.321), Property will be classified as supplies if the acquisition cost is under \$5,000. Note that items such as laptops, tablets, and desktop computers are classified as a supply if the value is under the \$5,000 equipment threshold.

Contractual/Subawards/Consortium/Consultant: Provide a clear explanation as to the purpose of each contract/subaward, how the costs were estimated, and the specific contract/subaward deliverables. Applicants are responsible for ensuring that their organization or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts/subawards. Reminder: recipients must notify potential [subrecipients](#) that entities receiving [subawards](#) must be registered in SAM and provide the recipient with their [DUNS number](#). For consultant services, list the total costs for all consultant services. In the budget justification, identify each consultant, the services he/she will perform, total number of days, travel costs, and total estimated costs.

Per the Suspension and Debarment rules in the Uniform Guidance, as implemented by HRSA at [45 CFR § 75.212](#), non-federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR parts 180 and 376. These regulations restrict awards, subawards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Alterations and Renovations: List total funds requested for Alterations & Renovations. In the budget justification, itemize, by category and justify the costs of alterations and

renovations including repairs, painting, removal or installation of partitions, shielding, or air conditioning. Where applicable, provide the square footage and costs.

Other: Include all costs that do not fit into any other category and provide an explanation of each cost in this category (e.g., EHR provider licenses, audit, legal counsel). In some cases, rent, utilities and insurance fall under this category if they are not included in an approved [indirect cost rate](#).

Applicants may include the cost of access accommodations as part of their project's budget, including sign interpreters, plain language and health-related print materials in alternate formats (including Braille, large print, etc.); and cultural/linguistic competence modifications such as use of cultural brokers, translation or interpretation services at meetings, clinical encounters, and conferences, etc.

Indirect Costs: Indirect costs are those costs incurred for common or joint objectives which cannot be readily and specifically identified with a particular project or program but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. For some institutions, the term "facilities and administration" is used to denote indirect costs. If an organization does not have an [indirect cost rate](#), the applicant may wish to obtain one through HHS's Division of Cost Allocation (DCA). Visit DCA's website at <https://rates.psc.gov/> to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them. If [indirect costs](#) are included in the budget, please attach a copy of the [indirect cost rate](#) agreement. If the indirect cost rate agreement is required per the FOA, it will not count toward the page limit. Any non-federal entity that has never received a negotiated indirect cost rate, (except a governmental department or agency unit that receives more than \$35 million in direct federal funding) may elect to charge a de minimis rate of 10% of modified total direct costs ([MTDC](#)) which may be used indefinitely. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time.

vi. *Staffing Plan and Personnel Requirements*

Applicants must present a staffing plan and provide a justification for the plan that includes education and experience qualifications and rationale for the amount of time being requested for each staff position. Position descriptions that include the roles, responsibilities, and qualifications of proposed project staff must be included in the Attachment *specified in the FOA*. Biographical sketches for any key employed personnel that will be assigned to work on the proposed project must be included in the Attachment *specified in the FOA*. When applicable, biographical sketches should include training, language fluency and experience working with the cultural and linguistically diverse populations that are served by their programs.

vii. *Assurances*

Complete Application Form SF-424B Assurances – Non-Construction Programs.

If research involving human subjects is anticipated, applicants must meet the requirements of the HHS regulations to protect human subjects from research risks as specified in the Code of Federal Regulations, Title 45 – Public Welfare, part 46 – Protection of Human Subjects (45

CFR part 46), available online at
<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html>.

If research involving human subjects is anticipated, applicants must hold a Federal Wide Assurance (FWA) of compliance from the Office of Human Research Protections (OHRP) prior to award. Applicants must provide their Human Subject Assurance Number (from their FWA) in their application; if applicants do not have an assurance, they must indicate in their application that they will obtain one from OHRP prior to award.

viii. Certifications

Complete the Certification Regarding Lobbying and Disclosure of Lobbying Activities Forms provided with the application package.

Lobbying

1) No federal appropriated funds have been paid or will be paid, by or on behalf of the applicant, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the applicant must complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

3) Recipients of HRSA awards shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Federal Debt

Any organization or individual that is indebted to the United States, and has a judgment lien filed against it for a debt to the United States, is ineligible to receive a federal grant. By signing the SF-424, the applicant is certifying that they are not delinquent on federal debt in accordance with OMB Circular A-129. (Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, guaranteed and direct student loans, benefits that were overpaid, etc.). If an applicant is delinquent on federal debt, they should attach an explanation that includes proof that satisfactory arrangements have been made with the Agency to which the debt is owed. This explanation should be uploaded as an Attachment.

ix. Project Abstract

Provide a summary of the application.

The project abstract must be single-spaced and limited to one page in length.

Because the abstract is often distributed to provide information to the public and Congress, the abstract should be clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed project including the needs to be addressed, the proposed services, and the population group(s) to be served. See the FOA for additional information that may be required in the project abstract.

Please place the following at the top of the abstract:

- Project Title
- Applicant Organization Name
- Address
- Project Director Name
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable
- List all grant program funds requested in the application, if applicable
- If requesting a [funding preference](#), [priority](#), or [special consideration](#) as outlined in Section V. 2. of the program-specific FOA, please indicate here.

x. Project Narrative

This section provides a comprehensive framework and description of all aspects of the proposed project. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project. Please see the FOA for specific narrative instructions.

xi. Attachments

Provide the attachments as specified in the FOA to complete the content of the application. Unless otherwise noted, attachments count toward the application page limit specified in the FOA. **Each attachment must be clearly labeled.**

5.2. Narrative and Attachment Formatting Guidelines

5.2.1. Font

Please use an easily readable font, such as Times Roman, Arial, Courier, or CG Times. The text and table portions of the application must be submitted in not less than a 12-point font and 1.0 line spacing. Applications not adhering to 12-point font requirements may be deemed non-responsive and returned. For charts, graphs, footnotes, and budget tables, applicants may use a different pitch or size font but not less than 10 pitch or size font. It is vital that the charts are legible when scanned or reproduced.

5.2.2. Paper Size and Margins

For duplication and scanning purposes, please ensure that the application can be printed on 8 ½" x 11" white paper. Margins must be at least one inch at the top, bottom, left and right of the paper. Please left-align text.

5.2.3. Names

Include the name of the applicant and 10-digit grant number (if [competing continuation](#) or [competing supplement](#)) on each page as a footer.

5.2.4. Section Headings

Put all section headings flush left in bold type.

5.2.5. Page Numbering

Do not number the standard OMB approved forms. Number each attachment page sequentially. Reset the numbering for each attachment. (Treat each attachment/document as a separate section.)

5.2.6. Allowable Attachment or Document Types

Unless otherwise noted in the FOA, please do not submit organizational brochures or other promotional materials, slides, films, clips, etc.

The attachment types listed below are supported in HRSA EHB. Although Grants.gov allows you to upload other types of attachments, **HRSA only accepts the following types of attachments. Files with unrecognizable extensions may not be accepted or may be corrupted, and will not be considered as part of the application.** When the application is printed by HRSA, documents will print as they are formatted by the applicant. If using Excel or other spreadsheet documents, be aware that reviewers will only see information that is set in the "Print Area" of the document.

File Attachment Types (acceptable by HRSA)

- .DOC/.DOCX - Microsoft Word
- .RTF - Rich Text Format
- .TXT - Text
- .WPD - Word Perfect Document
- .PDF - Adobe Portable Document Format
- .XLS/.XLSX - Microsoft Excel
- .VSD – Microsoft Visio

File Attachment Names

- Please use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space (), period, parenthesis (), curly braces {}, square brackets [], ampersand &, tilde ~, exclamation point !, Comma , Semicolon; Apostrophe ' , At sign @, Number sign #, Dollar Sign \$, Percent Sign %, Plus sign +, Equal sign =.
- Limit the file attachment name to under 50 characters.

Your application may be rejected by Grants.gov if you use attachment names greater than 50 characters.

5.3. Application Content Order (Table of Contents)

HRSA uses an automatic numbering approach to ensure uniformity of all applications when printed for [objective review](#).

HRSA uses a standard package from Grants.gov. The SF-424 has a standard order of forms (see the table on the following pages for Grants.gov submission and the program specific FOA for EHB submission information). The FOA also provides applicants with explicit instructions where to upload specific Attachments 1 to maximum of 15.

SF-424 Application for Federal Assistance – Table of Contents

Step 1: Submission through Grants.Gov – refer to the specific FOA for program specific guidance

- It is mandatory to follow the instructions provided in this section to ensure that the application can be printed efficiently and consistently for review.
- Failure to follow the instructions may make the application non-responsive. Non-responsive applications will not be considered.
- For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.
- For electronic submissions, no Table of Contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Application for Federal Assistance (SF-424)	Form	Pages 1, 2 & 3 of the SF-424 face page.	Not counted in the page limit
Project Abstract	Attachment	Must be uploaded on page 2 of SF-424 - Box 15: Select “Add Attachments” to upload the project abstract.	Required attachment. Counted in the page limit. Refer to Section 4.1.ix of this <i>SF-424 Application Guide</i> and the FOA for detailed instructions, if applicable.
Additional Congressional District	Attachment	Can be uploaded on page 3 of SF-424 - Box 16	Counted in the page limit.
Project Narrative Attachment Form	Form	Supports the upload of Project Narrative document	Not counted in the page limit.
Project Narrative	Attachment	Can be uploaded in Project Narrative Attachment form.	Required attachment. Counted in the page limit. Refer to the FOA for detailed instructions. Provide table of contents specific to this document only as the first page.
SF-424A Budget Information -	Form	Pages 1–2 to support structured budget for the request of grant funds.	Not counted in the page limit.
Budget Narrative Attachment Form	Form	Supports the upload of Budget Justification Narrative.	Not counted in the page limit.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Budget Justification Narrative	Attachment	Can be uploaded in Budget Narrative Attachment form.	Required attachment. Counted in the page limit. Refer to the Section 4.1.v of this <i>SF-424 Application Guide</i> and the FOA for detailed instructions.
SF-424B Assurances - Non-Construction Programs	Form	Supports assurances for non-construction programs.	Not counted in the page limit.
Project/Performance Site Location(s)	Form	Supports primary and 29 additional sites in structured form.	Not counted in the page limit.
Additional Performance Site Location(s)	Attachment	Can be uploaded in the SF-424 Performance Site Location(s) form. Single document with all additional site location(s)	Counted in the page limit.
Grants.gov Lobbying Form	Form	Supports required lobbying assurances.	Required. Not counted in the page limit.
Disclosure of Lobbying Activities (SF-LLL)	Form	Supports structured data for lobbying activities.	Optional, as applicable: Not counted in the page limit.
Attachments Form	Form	Supports up to 15 numbered attachments. This form only contains the attachment list.	Not counted in the page limit.
Attachments 1-15	Attachment	Can be uploaded in Attachments Form 1-15.	Refer to the attachment table provided in the FOA for specific sequence. Counted in the page limit.

- After successful submission of the Application Forms in Grants.gov ([Step 1](#)), and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application. This notification is expected within seven business days from the date of submission in Grants.gov.
- If you do not receive notification within seven business days after submission in Grants.gov, contact the HRSA Contact Center at 877-GO4- HRSA (877-464-4772), 24 hours per day, 7 days per week, or email callcenter@hrsa.gov. Please have your Grants.gov tracking number at hand.
- Your application will not be considered compliant unless you review and submit the required application information in HRSA's EHB ([Step 2](#)) by the appropriate deadline.

Attachment Number	Attachment Description (Program Guidelines)
Attachments 1-15	Please see instructions in the FOA.

After your application has been successfully processed by HRSA you will receive an e-mail directing you organization to the application in the EHB, where the required supplemental information must be submitted. Understand that for your application, only the forms mentioned in the Table of Contents listed above are submitted through Grants.gov. All supplemental information will be submitted through the HRSA EHB. Refer to the program-specific FOA for more detailed information.

Applicants are reminded that failure to include all required documents as part of the application may result in an application being considered as incomplete or non-responsive.

5.4. Application Page Limit

The total size of all uploaded files may not exceed the page limit specified in Section IV. 2 of the FOA when printed by HRSA. The page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support required in the FOA. Standard OMB-approved forms included in the application package, an organizations indirect cost rate agreement, and proof of non-profit status (if required) are NOT included in the page limit. All other documents will count toward the page limit unless noted in the FOA. **We strongly urge applicants to take appropriate measures to ensure the application does not exceed the specified page limit.**

Applications must be complete, within the specified page limit, and validated under the correct funding opportunity number prior to the deadline to be considered under the announcement.

Applicants must follow the instructions provided in this section. HRSA recommends that applicants print out all attachments and confirm the number of pages before submission.

- **NOTE:** Applications that exceed the specified limits or are submitted under the wrong announcement number will be deemed non-responsive and will not be considered for award and the applicants will be notified.

5.5. Submission Dates and Times

Notification of Intent to Apply (ONLY if requested in FOA on cover and in Section IV.7.)

An applicant is eligible to apply even if no [letter of intent](#) is submitted. The letter should identify the applicant organization and its intent to apply, and briefly describe the proposal to be submitted. Receipt of Letters of Intent will *not* be acknowledged.

This letter should be sent via email by *the date listed in FOA*, to:

Director, Division of Independent Review
 HRSA Digital Services Operation (DSO)
 Please use HRSA opportunity number as email subject (HRSA-XX-XXX)

HRSADSO@hrsa.gov

Application Due Date

The due date for applications in Grants.gov ([Step 1](#)) is *11:59 P.M. Eastern Time* on the date listed in Section IV.3 Submission Dates and Times in the FOA, unless otherwise noted. The due date to complete all other required information in HRSA's EHB ([Step 2](#)) is *5:00 P.M. Eastern Time* on the date listed in Section IV.3 Submission Dates and Times in the FOA, unless otherwise noted. Applications completed online are considered formally submitted and meeting the deadline if: (1) the application has been successfully transmitted electronically by the organization's AOR through Grants.gov and it has been validated by Grants.gov under the correct funding opportunity on or before the Grants.gov deadline date and time, and (2) the Project Director has entered the HRSA EHB to review the application, the Authorizing Official (AO) has submitted the additional information for the application, and it has been successfully received in the HRSA EHB on or before the EHB deadline and time.

5.6. Correcting Mistakes

If, for any reason (including submitting to the wrong funding opportunity number), an application is submitted more than once prior to the application due date, HRSA will only accept the applicant's last validated electronic submission, under the correct opportunity number, prior to the Grants.gov application due date as the final and only acceptable application. If you need to correct a Grants.gov application mistake, **in Box 1 of the SF-424, check "Changed/Corrected Application,"** and submit the corrected version before the application deadline.

It is incumbent on applicants to ensure that the AOR is available to submit the application to HRSA by the published due date. HRSA will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline. Therefore, an organization is urged to submit an application in advance of the deadline. If an application is rejected by Grants.gov due to errors, it must be corrected and resubmitted to Grants.gov before the deadline date and time. Deadline extensions will not be provided to applicants who do not correct errors and resubmit before the posted deadline.

5.7. Tips for Writing a Strong Application

HRSA has designed a technical assistance webpage to assist applicants in preparing applications. Resources include help with system registration, finding and applying for funding opportunities, writing strong applications, understanding the review process, and many other topics which applicants will find relevant. The website can be accessed at: <http://www.hrsa.gov/grants/apply/index.html>.

In addition, a concise resource offering tips for writing proposals for HHS grants and [cooperative agreements](#) can be accessed online at: <http://www.hhs.gov/asfr/ogapa/aboutog/apptips.html>.

5.8. Withdrawing an Application

An applicant may withdraw an application from consideration at any time before an award is issued. Notification of this withdrawal should be sent via email to DGPWaivers@hrsa.gov, with a copy sent to the [Program Contact](#) and [Grants Management Specialist](#) listed in the FOA.

6. PROCESS OVERVIEW

6.1. Competing Applications (Steps 1 & 2: Submission Through Grants.gov and the EHB)

Following is the process for submitting a competing application through Grants.gov:

- 1) HRSA will post all competing FOAs on Grants.gov (<http://www.grants.gov>).
- 2) In order to apply for a HRSA grant, you must complete the Grants.gov registration process. See Section 4 for more details.
- 3) Once the FOA is available, applicants should search for the announcement in Grants.gov by clicking the SEARCH GRANTS tab (<http://www.grants.gov/web/grants/search-grants.html>), entering the FOA number (HRSA-1x-xxx) or clicking the APPLICANTS tab under *Apply for Grants* (<http://www.grants.gov/web/grants/applicants/apply-for-grants.html>).
- 4) Download the application package and instructions from Grants.gov. The FOA, accessible via the instructions link, contains critical application instructions.
- 5) Save a copy of the application package on your computer, or to a location you choose and complete all the forms based on the instructions provided in the FOA.
- 6) Submit the application package through Grants.gov (requires registration – see Section 4).
- 7) Track the status of your submitted application using Track My Application at Grants.gov until you receive email notifications that your application has been received **and** validated by Grants.gov and received by HRSA. Be sure the application was validated under the correct funding opportunity number.
- 8) Once your application has been validated by Grants.gov, you may track the status of the application within HRSA by using the “Track Your Application” widget, now available on HRSA’s website: <http://www.hrsa.gov/grants/index.html>. The application tracker will let you know where your application is at every stage in the process.

After successful submission of the Application Forms in Grants.gov ([Step 1](#)), and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and access to complete the remainder of the application in EHB. .

The following is the process for submitting the supplemental information ([Step 2](#)) through the EHB:

- 1) Refer to the FOA for specific information. Program specific forms are submitted through the EHB.
- 2) Refer to Section 4 of this Guide for more application submission information.

6.2. Application Processing

HRSA staff review each application for eligibility, responsiveness, completeness, and conformity with the requirements outlined in the relevant FOA, including programmatic, budgetary, and grants management compliance. Applications that pass the initial HRSA eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in Section V. 1. Review Criteria of the relevant FOA.

All incomplete, ineligible, or otherwise non-compliant applications, and applications determined to be non-responsive to FOA requirements will not be considered for funding. [An applicant may withdraw an application from consideration at any time before an award is issued.](#)

For those applications that did not pass the initial screening, applicants will be advised by email through EHB (sent to the individual signing the application on behalf of the organization) that the application will not be held for further consideration or be funded. The decision not to make an award or to make an award at a particular funding level, is discretionary and is not subject to appeal to any OPDIV or HHS official or board.

6.3. Objective Review Information

The Division of Independent Review is responsible for managing [objective reviews](#) within HRSA. Applications competing for federal funds receive an objective and independent review performed by a committee of experts qualified by training and experience in particular fields or disciplines related to the program being reviewed. In selecting review committee members, other factors in addition to training and experience may be considered to improve the balance of the committee, e.g., geographic distribution. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation based on the review criteria presented in Section V. 1. Review Criteria of the FOA. The committee provides expert advice on the merits of each application to program officials responsible for final selections for award.

Applications that pass the initial HRSA eligibility screening will be reviewed and rated by a panel based on the program elements and review criteria presented in the FOA. The review criteria are designed to enable the review panel to assess the quality of a proposed project and determine the likelihood of its success. The criteria are closely related to each other and are considered as a whole in judging the overall quality of an application.

Procedures for assessing the technical merit of applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria found in the FOAs are outlined with specific detail and scoring points.

Funding factors may be applied during the objective review process or in the selection process. Funding factors are addressed in the FOA, which will specify if applicants must make an affirmative request to be considered for a funding factor, what information is needed to

demonstrate eligibility for the funding factor, and whether objective reviewers determine if an applicant met the funding factor. The announcement provides a detailed explanation of preferences, priorities, or [special considerations](#) with an explicit indication of their effect (e.g., whether they result in additional points being assigned).

It is HRSA policy that [funding preferences, priorities, and special considerations](#) must be published in the FOA.

Each applicant will receive written notification of the outcome of the [objective review](#) process, including a summary of the expert committee's assessment of the application's strengths and weaknesses, and whether the application was selected for funding.

6.4. Award Notification

[The Notice of Award \(NoA\)](#) is the legal document issued to the recipient that indicates an award has been made and that funds may be requested from HRSA. Until an awarding office has issued an NoA for the initial [budget period](#), any costs incurred by the applicant for the project are incurred at its own risk. The NoA sets forth the amount of funds granted, the terms and conditions of the award, the effective date of the award, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. Signed by the Grants Management Officer (GMO), it is sent to the applicant's Authorized Organization Representative (AOR), and reflects the only authorizing document. Generally, it will be sent prior to the start date of the award as listed in Section V.3 of the FOA.

A revised NoA may be issued during a budget period to effect an action resulting in a change in the period or amount of support or other change in the [terms and conditions](#) of award. An awarding office generally will not issue a revised NoA to reflect a recipient's post-award rebudgeting. Applicants who are selected for funding may be required to respond in a satisfactory manner to conditions placed on their award document before funding can proceed. Letters of notification do not provide authorization to begin performance.

Unsuccessful applicants will receive notification from HRSA's Division of Grants Management Operations.

7. REPORTING REQUIREMENTS

Successful applicants must comply with the following standard reporting and review activities, unless otherwise noted in the FOA or NoA. Some programs require program-specific reporting, please see Section VI. 3. Reporting in the FOA.

a. Audit Requirements

Comply with audit requirements of 45 CFR 75, Subpart F. Information on audits can be found on the Internet at <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=4d52364ec83fab994c665943dadf9cf7&ty=HTML&h=L&r=PART&n=pt45.1.75#sp45.1.75.f>.

b. Payment Management Requirements

If applicable, the awardee must submit a quarterly electronic Federal Financial Report (FFR) Cash Transaction Report via the Payment Management System (PMS). The report identifies cash expenditures against the authorized funds for the grant or cooperative agreement. The FFR Cash Transaction Reports must be filed within 30 days of the end of each calendar quarter. Failure to submit the report may result in the inability to access award funds. Go to <http://www.dpm.psc.gov> for additional information.

c. Status Reports

1) **Federal Financial Report.** The Federal Financial Report (SF-425) is required according to the following schedule:
<http://www.hrsa.gov/grants/manage/technicalassistance/federalfinancialreport/ffrschedule.pdf>. The report is an accounting of expenditures under the project that year. Financial reports must be submitted electronically through HRSA EHB. More specific information will be included in the [NoA](#).

2) **Progress Report(s).** The awardee must submit a progress report to HRSA on a quarterly, semi-annual, or annual basis (as specified in the FOA). For multi-year awards, submission and HRSA approval of awardee Progress Report(s) triggers the [budget period](#) renewal and release of subsequent year funds. This report has two parts. The first part demonstrates awardee progress on program-specific goals. The second part collects core performance measurement data including performance measurement data to measure the progress and impact of the project. Further information will be provided in the [NoA](#).

3) **Final Report.** A final report is due within 90 days after the project period ends. The final report collects information relevant to program-specific goals and progress on strategies; core performance measurement data; impact of the overall project; the degree to which the awardee achieved the mission, goal and strategies outlined in the program; awardee objectives and accomplishments; barriers encountered; and responses to summary questions regarding the awardee's overall experiences during the entire project period. The final report must be submitted online by awardees in the HRSA EHB system at <https://grants.hrsa.gov/grantee>.

4) **Tangible Personal Property Report.** If applicable, the awardee must submit the Tangible Personal Property Report (SF-428) and any related forms. The report must be submitted within 90 days after the project period ends. Awardees are required to report all federally-owned property and acquired [equipment](#) with an acquisition cost of \$5,000 or more per unit. Tangible personal property means property of any kind, except real property, that has physical existence. It includes equipment and [supplies](#). Property may be provided by HRSA or acquired by the recipient with award funds. Federally-owned property consists of items that were furnished by the Federal Government. Tangible personal property reports must be submitted electronically through HRSA EHB. More specific information will be included in the [NoA](#).

5) **Any other required reports and/or products specified in the FOA.**

d. Transparency Act Reporting Requirements

New awards (“Type 1”) issued are subject to the reporting requirements of the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (P. L. 109–282), as amended by section 6202 of P.L. 110–252, and implemented by 2 CFR part 170.

IMPORTANT: The reporting requirements apply for the duration of the project period and so include all subsequent award actions to aforementioned HRSA grants and cooperative agreement awards (e.g., Type 2 (competing continuation), Type 5 (non-competing continuation), etc.). Grant and cooperative agreement recipients must report information for each first-tier subaward of \$25,000 or more in federal funds and executive total compensation for the recipient’s and subrecipient’s five most highly compensated executives as outlined in Appendix A to 2 CFR part 170 (FFATA details are available online at <http://www.hrsa.gov/grants/ffata.html>).

8. AGENCY CONTACTS

8.1. Working with HRSA Program and Grants Management Staff

For assistance with overall program-related questions, contact the program contact listed in Section VII. Agency Contacts of the FOA. For additional information regarding business, administrative, or fiscal issues, contact the GMS listed in Section VII. Agency Contacts of the FOA. The PC and the GMS work as a team in many award-related activities.

Please contact Grants.gov Customer Support for technical questions related to Grants.gov.

8.2. Grants.gov Customer Support

Direct all questions regarding Grants.gov to the Grants.gov Call Center at: 1-800-518-4726 (International callers, please dial 606-545-5035) or via email at support@grants.gov. Call Center hours of operation are 24 hours a day, 7 days a week, excluding federal holidays. Please be sure to obtain a case number every time you call so that your issue can be tracked.

For additional support with the Grants.gov Web site, visit <http://www.grants.gov/web/grants/support.html>. You can also visit the Grants.gov Self Service Web Portal for answers to commonly asked questions (<https://grants-portal.psc.gov/Welcome.aspx>).

8.3. EHB Program-Specific (BPHC) Support

For BPHC grant opportunities, direct all questions regarding submitting information in EHB to the BPHC Helpline. Assistance is available Monday through Friday, 8:30 a.m. to 5:30 p.m. ET, excluding federal holidays. Contact: BPHC Helpline 1-877-974-2742 or e-mail BPHCHelpline@hrsa.gov.

9. FAQs AND OTHER INFORMATION

9.1. Software FAQs

9.1.1. What are the software requirements for using Grants.gov?

Applicants will need to download Adobe Reader. For information on Adobe Reader, go to <http://www.grants.gov/web/grants/support/technical-support/recommended-software.htm>.

9.1.2. Adobe Reader

The Adobe Reader screen is shown in Adobe Reader Screen below.

The screenshot shows the Adobe Reader interface with the 'Grant Application Package' form. The form is titled 'Grant Application Package' and includes the following fields:

- Opportunity Title: Public Education Efforts to Increase Solid Organ Donat[...]
- Offering Agency: Health Resources & Services Administration
- CFDA Number: 93.134
- CFDA Description: Grants to Increase Organ Donations
- Opportunity Number: HRSA-14-013
- Competition ID: 5813
- Opportunity Open Date: 08/09/2013
- Opportunity Close Date: 12/03/2013
- Agency Contact: Rita Maldonado, MPH, Project Officer, Organ, Tissue and Blood Stem Cell Donation Branch, Email: rmaldonado@hrsa.gov, Telephone: (301) 443.3622, Fax: (301) 443.3622

Below the form fields is a section titled 'Select Forms to Complete' with a list of mandatory and optional forms. The toolbar at the top of the form contains buttons for 'Print', 'Save', 'Save & Submit', and 'Check Package for Errors'. Arrows labeled 1 through 4 point to these buttons respectively.

Figure 1: The Adobe Reader Screen Toolbar

1. Print – Click to print the application package.
2. Save – Click to save the application package to your local computer.
3. Save & Submit – Click to submit the application package to Grants.gov. (The **Save & Submit** button on the application package cover page will only become active after you have completed all required forms, attached all required documents, saved your application package, and your package is free from errors.)
4. Check Package for Errors – Click prior to submitting the application package to ensure there are no errors.

Open and complete all of the documents listed under **Mandatory Documents**, as well as the relevant documents under **Optional Documents**. Refer to **Figure 2: Working with Mandatory and Optional Documents (Adobe Reader)** below.

oppHRSA-14-013-cfda93.134-cid5813.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 13 68.7% Tools Comment Share

Please fill out the following form. If you are a form author, choose Distribute from the Forms panel in the Tools Pane on the right to send it to your recipients. Highlight Existing Fields

GRANTS.GOV™ Grant Application Package [Print] [Cancel]

Opportunity Title: Public Education Efforts to Increase Solid Organ Donat[...]
 Offering Agency: Health Resources & Services Administration
 CFDA Number: 93.134
 CFDA Description: Grants to Increase Organ Donations
 Opportunity Number: HRSA-14-013
 Competition ID: 5813
 Opportunity Open Date: 08/09/2013
 Opportunity Close Date: 12/03/2013
 Agency Contact: Rita Maldonado, MPH
 Project Officer
 Organ, Tissue and Blood Stem Cell Donation Branch
 Email: rmaldonado@hrsa.gov
 Telephone: (301) 443.3622
 TDD: (301) 443-6086

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: [Text Box]

Select Forms to Complete

Mandatory [Save] [Save & Submit] [Check Package for Errors]

[SF424 \(R & R\)](#)
[Attachments](#)
[Research & Related Budget](#)
[Research & Related Other Project Information](#)
[Research & Related Senior/Key Person Profile](#)
[Research & Related Project/Performance Site Location\(s\)](#)
[Assurances for Non-Construction Programs \(SF-424B\)](#)

Optional

☐ [Disclosure of Lobbying Activities \(SF-411\)](#)
☐ [R & R Subaward Budget Attachment\(s\) Form](#)

Mandatory Documents

Optional Documents

Figure 2: Working with Mandatory and Optional Documents (Adobe Reader)

1. The documents listed under Mandatory Documents and Optional Documents may be predefined forms, such as SF-424, or documents that need to be attached, such as a staffing plan and job descriptions for key personnel. Mandatory Documents are required for this application. Optional Documents can be used to provide additional support for this application or may be required for specific types of award activity. Reference the FOA for more information regarding Optional Documents.
2. To open a form, click on the form name. It will jump to the first page of the form. For Optional forms, tick first the box on the left of the form name.
3. To remove an optional form, unselect the box on the left of the form name.
4. When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields

are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- To exit a form within the application, select the **Close Form** button at the top of the form you are filling out. Then to save your work, select the **Save** button (on the cover page) to save your entire application.

Note that the buttons are attached to the top of the page and move with the page. Click on the *Close Form* button to save and close the form. Refer to **Figure 3** below.

The screenshot shows the Adobe Reader interface with the HRSA SF-424 form open. The form is titled 'Application for Federal Assistance SF-424' and includes sections for 'Type of Submission', 'Type of Application', 'Date Received', 'Applicant Information', and 'Address'. A 'Close Form' button is located at the top left of the form area. Red boxes highlight the 'Close Form' button and several required fields marked with an asterisk (*).

Figure 2: An Open Form in Adobe Reader

Special Note: Working with Earlier Versions of Adobe Reader

It is highly recommended that you remove all earlier versions of Adobe Reader prior to installing the latest version of Adobe Reader. Do this by using *Add or Remove Programs* from the Control Panel in Windows.

If you need to keep older versions of Adobe Reader on your computer, you should be aware that the program will unsuccessfully attempt to open application packages with the earlier, incompatible version. Use the following workaround to avoid this problem.

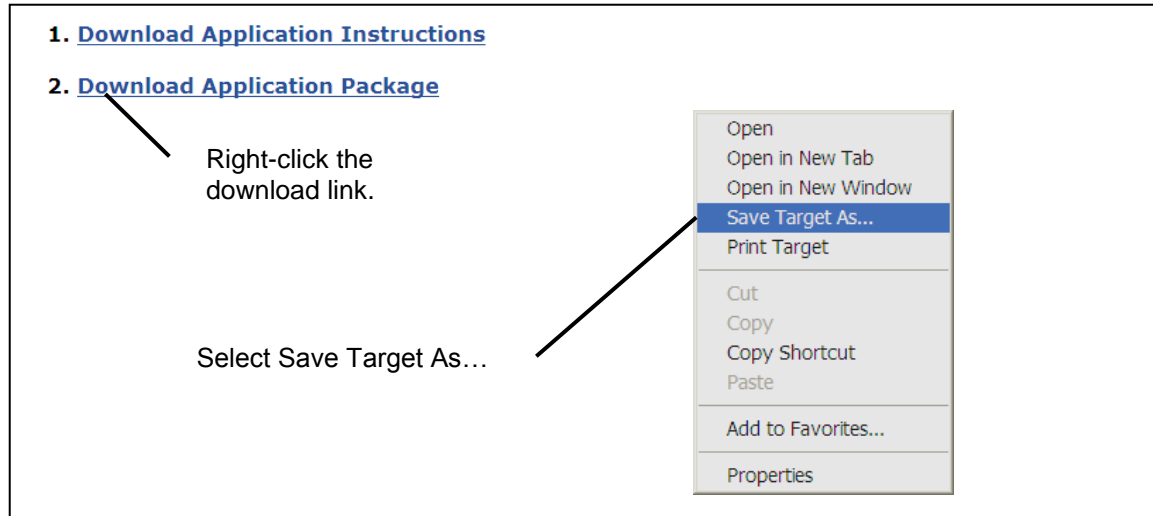


Figure 3: Downloading from Grants.gov

1. From the Grants.gov download page, right-click on the *Download Application Package* link and select **Save Target As...** from the menu.
2. Save the target on your computer (preferably to the Desktop) as an Adobe Acrobat Document.

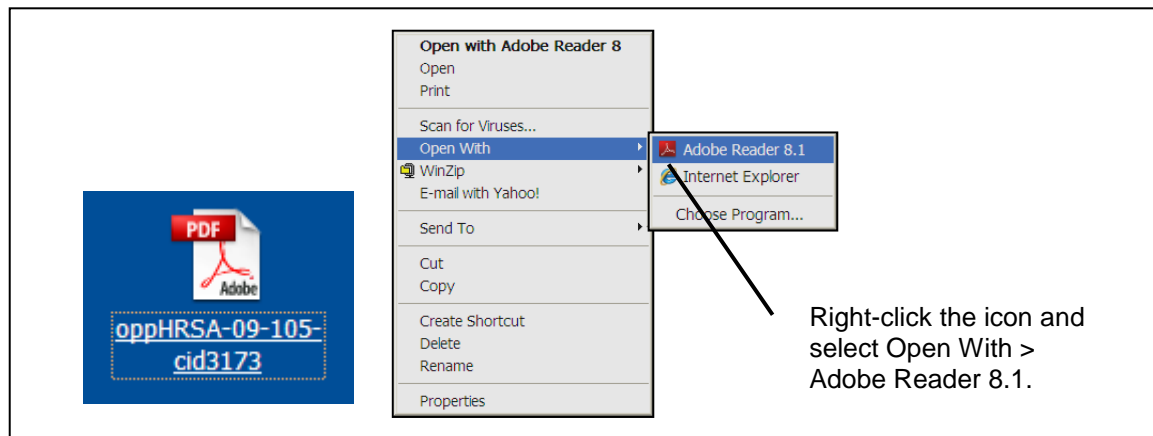


Figure 4: Selecting Open with Adobe Reader

3. Right-click the icon.
4. Select *Open With > Adobe Reader 8.1* from the menu.

9.1.3. Can I download Adobe Reader onto my computer?

There are software applications that allow you to successfully navigate the Grants.gov pages and complete your application. These applications can be found at:

<http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>.

However, depending on your organization's computer network and security protocols you may **not** have the necessary permissions to download software onto your workstation. Contact your IT department or system administrator to download the software for you or give you access to this function.

9.1.4. Is Grants.gov Macintosh (Mac) compatible?

Yes, visit <http://www.grants.gov/web/grants/support/technical-support/recommended-software.html>.

9.2. Application Receipt FAQs

9.2.1. When do I need to submit my application?

Applications must be submitted to Grants.gov ([Step 1](#)) by 11:59 p.m. Eastern Time on the due date, unless otherwise specified in the FOA. Applicants should refer to the FOA for exact submission dates and times. An application for HRSA funding must be both received **and** validated by Grants.gov under the correct funding opportunity number by the application deadline.

After successful submission in Grants.gov ([Step 1](#)) and subsequent processing by HRSA, you will be notified by HRSA confirming the successful receipt of your application and the requirements for the Project Director and Authorizing Official (AO) to review and submit additional information in the HRSA's EHB ([Step 2](#)). Your application will not be considered for funding unless you submit the additional information in HRSA's EHB by the due date. Both deadlines must be met to be considered in the competition.

9.2.2. What is the receipt date (the date the application is electronically received by Grants.gov or the date the data is received by HRSA)?

The submission/receipt date is the date the application is electronically received and validated by Grants.gov. An application for HRSA funding must be both received **and** validated under the correct funding opportunity number by Grants.gov by the application deadline. Please allow sufficient time to have the application validated, which can take up to 48 hours.

For applications that require verification in HRSA EHB, the submission/receipt date will be the date the application is submitted by your organization's Authorizing Official (AO) in HRSA EHB. The applicant will receive an "Application Successfully Transmitted to HRSA" message in EHB upon successful final application submission in HRSA EHB.

9.2.3 Once my application is submitted, how can I track my application and what emails can I expect from Grants.gov and HRSA?

You can check the status of your application any time after submission by logging into Grants.gov and clicking on the *Track My Application* link on the left side of the page. This link will also be included in the confirmation email that you receive from Grants.gov.

When you submit your application in Grants.gov, it is first received and then validated by Grants.gov. Typically, this takes a few hours but it may take up to 48 hours during peak volumes. You will receive four emails from Grants.gov.

The first will confirm receipt of your application by the Grants.gov system (“Received”). The second will indicate that the application has either been successfully validated (“Validated”) by the system prior to transmission to the grantor agency or has been rejected due to errors (“Rejected with Errors”). An application for HRSA funding must be both received **and** validated under the correct funding opportunity number by Grants.gov by the application deadline.

Subsequently, the application will be downloaded by HRSA upon successful validation of your application by Grants.gov. The status of the application will then change to “Received by Agency” after successful validation and you will receive a third email from Grants.gov.

HRSA will process the application to ensure that it has been submitted for the correct funding announcement number, along with the correct grant number (if applicable) and awardee/applicant organization. This may take up to three business days. HRSA will assign a unique tracking number to your application which will be posted to Grants.gov. The status of your application will then be changed to “Agency Tracking Number Assigned” and you will receive a fourth email from Grants.gov.

- **NOTE:** Refer to FAQ 9.2.5 below for a summary of emails.

9.2.4. If a resubmission is required due to technological problems encountered using the Grants.gov system and the closing date has passed, what should I do?

You must **contact the Director of the Division of Grants Policy at HRSA**, within five calendar days from the closing date, via email at DGPWaivers@hrsa.gov and provide a detailed explanation. Your email must include the HRSA Announcement Number, the name, address, and telephone number of the Organization, the organization’s [DUNS number](#), and the Name and telephone number of the Project Director, as well as the Grants.gov tracking number (GRANTXXXXXXXX) and the HRSA EHB tracking number assigned to your submission, along with a copy of the “Rejected with Errors” notification you received from Grants.gov another Helpline communication. Extensions for funding opportunity deadlines are only granted in the rare event of a natural disaster or validated technical system problem on the side of the Government that prevented a timely application submission. An application for HRSA funding must be both received **and** validated under the correct funding opportunity number by the application deadline.

9.2.5 Can you summarize the emails received from Grants.gov and identify who will receive the emails?

Submission Type	Subject	Timeframe	Sent By	Recipient
Competing Application	"Submission Receipt"	Within 48 hours	Grants.gov	AOR
	"Submission Validation Receipt" OR "Rejected with Errors"	Within 48 hours	Grants.gov	AOR
	"Grantor Agency Retrieval Receipt"	Within hours of second email	Grants.gov	AOR
	"Agency Tracking Number Assignment"	Within three business days	Grants.gov	AOR
Competing Application (with verification in HRSA EHB)	"Submission Receipt"	Within 48 hours	Grants.gov	AOR
	"Submission Validation Receipt" OR "Rejected with Errors"	Within 48 hours	Grants.gov	AOR
	"Grantor Agency Retrieval Receipt"	Within hours of second email	Grants.gov	AOR
	"Agency Tracking Number Assignment"	Within three business days	Grants.gov	AOR
	"Application Ready for Verification"	Within three business days	HRSA	AO, BO, SPOC, PD

9.3. Application Submission FAQ

9.3.1. How can I make sure that my electronic application is presented in the correct order for objective review?

Follow the instructions provided in [Section 4](#) to ensure that your application is presented in the correct order and is compliant with all the requirements.

9.3. Grants.gov FAQs

For a list of frequently asked questions and answers maintained by Grants.gov, visit: <http://www.grants.gov/web/grants/support/general-support/faqs.htm>.

Grants.gov offers several tools and numerous user guides to assist applicants that are interested in applying for grant funds. To view the many applicant resources available through Grants.gov visit: <http://www.grants.gov/web/grants/applicants/applicant-resources.htm>.

9.4. Application Completeness Checklist

- ☐ Have I read the FOA and this *SF-424 Two Tier Application Guide* thoroughly?
- ☐ Is my organization eligible to apply for this announcement?
- ☐ Am I applying to the correct funding opportunity number?
- ☐ Is my proposed project responsive to the stated goals and objectives of the program as specified in the FOA?
- ☐ Have I ensured my application does not exceed the ceiling amount specified in Section III of the FOA?
- ☐ Have I completed all forms and attachments as requested in Section IV of the FOA and this Guide?
- ☐ Have I printed a hard copy of my complete application to ensure it does not exceed the page limit specified in the FOA?
- ☐ Will I apply at least three days prior to the deadline to accommodate any unforeseen circumstances?
- ☐ Have I received confirmation emails from Grants.gov noting validation of successful submission?

9.5. Program Specific Resources and Technical Assistance

For additional information/resources, refer to Section VIII. Other Information in the FOA. This section may include technical assistance calls (if scheduled), related programs, useful website addresses, etc.

10. TECHNICAL ASSISTANCE RESOURCES

HRSA has developed the HRSA Grants Technical Assistance (TA) Webpage. This is a one-stop shop for potential applicants on how to apply for HRSA funding. Applicants will find valuable information on how to apply for HRSA awards, including webcasts, videos, and other technical assistance guidance and a wealth of other relevant and useful information and links tailored to HRSA-specific process and requirements. The website may be accessed at: <http://www.hrsa.gov/grants/apply>.